

Judy Sharken Simon

Minneapolis, MN
612-724-8947

judyshark@centurylink.net
linkedin.com/in/judysharkensimon

NOTED FOR

- Interacting with mid, upper and senior management to achieve specific outcomes.
- Assessing organizational and customer needs resulting in executable actions.
- Organizational commitment: follow through, resourcefulness, creativity, teamwork, and public relations.
- Implementing and assuring accountability for projects including managing multiple project details, budget, and staffing.
- Effective dissemination of and deep expertise in nonprofit governance.
- Designing and delivering training programs and workshops.
- Working across cultures and with diverse audiences and clients.

WORK EXPERIENCE

Community Impact Associate, Minneapolis Jewish Federation, Minnetonka, MN April 2015 – Present

- ◆ Research and analyze trends, best practices, new initiatives
- ◆ Staff designated fund committees, including managing funding requests and allocations processes for maximum efficiency, effectiveness, and alignment with Federation, designated fund and community priorities.
- ◆ Identify and implement improvements to funding policies and procedures including migrating to an online grants management system (Foundant).
- ◆ Steward relations with and serve as liaison to local Jewish agencies and synagogues around planning and allocations processes and collaborative initiatives

Strategic Services Consultant, Board Services, MAP for Nonprofits, St. Paul, MN 2006 – March 2015

- ◆ Grew board matching program by nearly 200% in both revenue and board placements.
- ◆ Delivered board governance training programs to corporate (e.g. 3M, Ameriprise, Wells Fargo, General Mills) and nonprofit audiences of up to 200 participants; training over 1000 people per year.
- ◆ Diagnosed board dysfunctions and engineered solutions to ensure effective governance for over 50 different nonprofit organizations.
- ◆ Recruited, hired, and supervised up to 12 MAP volunteers.
- ◆ Implemented board matching program enhancements including product and process improvements, revenue margin, and quality assurances.

Independent Organization Development Consultant, Sole Proprietor 2001 –2006

- ◆ Managed independent business - contracting, budgeting, invoicing.
- ◆ Designed and conducted staff and board development sessions.
- ◆ Facilitated staff retreats in the areas of strategic planning, nonprofit organization life cycles, and other organization development topics.
- ◆ Provided coaching and facilitation of focus groups, surveys, and interviews.

Alumni Relations & Special Projects Coordinator, Higher Education Consortium for Urban Affairs (HECUA),
St. Paul, MN 2004 - 2005

Assistant to the Director 2001 –2004

- ◆ Directed a strategic program of alumni involvement activities, including alumni travel programs, reunions, special events and continuing education for 3000 alumni.
- ◆ Wrote funding proposals, correspondence, and contracts.
- ◆ Implemented prospect tracking and management systems.
- ◆ Led and directed the Alumni Advisory Committee and other alumni task forces.
- ◆ Leveraged network and organizational skills to implement an individual donor program.
- ◆ Budgeted and tracked alumni program expenses and revenues.
- ◆ Developed organizational policies, procedures, and forms.
- ◆ Assisted the Executive Director and Senior Managers with a variety of special projects requiring research, leadership, facilitation, coaching, and organization skills.

Senior Consultant, Amherst H. Wilder Foundation, St. Paul, MN (1986-2001) 1998 - 2001

Consultant (Community Services Group) 1993 - 1998

- ◆ Coordinated Project Common Ground, a collaborative of the Saint Paul schools, the Stillwater schools and the Wilder Foundation which developed an alternative school setting and curriculum to foster appreciation of diversity and to build

Judy Sharken Simon

Minneapolis, MN
612-724-8947

chrisandjudy@usiwireless.com
linkedin.com/in/judysharkensimon

leadership skills.

- ◆ Wrote proposals, meeting summaries, organization vision statements, strategic plans, newsletters and other documents related to client work.
- ◆ Managed 10-person consulting team: Coordinated and led staff development, evaluation processes, hiring and training of new consultants, client debriefings, policies and procedures.
- ◆ Conceptualized and managed a year-long Southeast Asian Leadership program consisting of monthly training sessions resulting in 20+ nonprofit program and management staff becoming better equipped to lead their organizations.
- ◆ Designed and taught public seminars & client workshops on variety of topics: e.g. teambuilding, meeting management, decision making.
- ◆ Developed and led client needs assessments.
- ◆ Facilitated client meetings and retreats to assist various nonprofit executives and staff through a variety of situations including board development, staff conflicts, organization structure, and strategic planning.

(Bicultural Training Partnership) - a 2 1/2 year collaborative of the Saint Paul Foundation, Metro State University and Wilder Foundation to build capacity of Southeast Asian communities in the Twin Cities.

- ◆ Directed intern activities including oversight of client work, testing of skills, and development of competencies.
- ◆ Developed Metro State University curriculum in nonprofit management consulting for 12 Southeast Asian project trainees.
- ◆ Supervised six Southeast Asian staff trainees.

Human Resource Staffing & Development Intern, 3M Corporation (via Wilder Foundation) 1997 –1998
Austin Center (On educational leave from Amherst Wilder Foundation) Austin, TX

- ◆ Wrote and produced a national award-winning mentorship program brochure, Mentorship Program Orientation Facilitator's Guide, and Mentorship Program Manual.
- ◆ Facilitated various mentorship program training sessions and handled all program coordination during the internship.
- ◆ Assessed and implemented improvements to Austin Center's Mentorship Program.
- ◆ Assisted with various other initiatives including Diversity Training delivery and launching an Employee Contribution and Development Planning program.

Project Manager, Anoka County Human Services (via Wilder Foundation) 1992 - 1993
(On-Loan from Wilder Foundation) Anoka, MN

- ◆ Managed Year 1 of the County's 2 year United Way Learning Readiness Grant which brought together school, social services and provider staff in three pilot projects in three districts: distributed and tracked funds, planned quarterly training sessions for pilot teams, convened school and county administrators to discuss collaboration, evaluated the project, updated the community on grant progress.
- ◆ Led and facilitated County Health & Environmental Services supervisory team to establish staff development budgetary and procedural guidelines.

Associate Consultant, Management Support Services, Amherst H. Wilder Foundation 1990- 1993

Training Coordinator, Management Support Services, Amherst H. Wilder Foundation 1986- 1990

VOLUNTEER EXPERIENCE

Board Secretary & Past Co-Chair Leadership Developmt Committee, Corporate Volunteerism Council Twin Cities 2007-Present

PTO President, Cooper Elementary School, Longfellow Elementary School, Sanford Middle School 2003-2010

President, Minnesota Facilitators Network 2005

Leadership Saint Paul Alumna, Saint Paul, MN Chamber of Commerce 1995

Board President, Can Do Canines 1991-1997

EDUCATION

Master of Arts: Organization Development, University of Minnesota (St. Paul, MN)

Mini-MBA in Nonprofit Management, University of St. Thomas (St. Paul, MN)

B.A., Michigan State University (East Lansing, MI)

Major: Employee Relations (Concentrations in Spanish, Organization Sociology & Organization Psychology)

Judy Sharken Simon

Minneapolis, MN
612-724-8947

chrisandjudy@usiwireless.com
linkedin.com/in/judysharkensimon

South American Urban Semester Abroad: Colombia, Hamline University/Higher Education Consortium for Urban Affairs

ADDITIONAL SKILL HIGHLIGHTS:

Certified Governance Trainer – BoardSource

2012-Present

Author -The Five Life Stages of Nonprofit Organizations, published by Fieldstone Alliance (formerly Amherst Wilder Foundation), 2001

Author -The Nonprofit Field Guide to Conducting Successful Focus Groups, published by Fieldstone Alliance, 1999

Moderate fluency in Spanish.