

Arlene M. Spencer

Phone: 541-350-9540 E-mail: aspencer@thegrantplant.com

Proficiencies

- implementing and managing a grant program
- donor care, and special events
- corporate bookkeeping and management
- implementing a major donor program

Professional Skill Set

- organization
- communication and listening
- analysis
- leadership
- team building
- conflict resolution
- project management
- research and writing
- bookkeeping
- public speaking
- skill mentoring
- imagination

Professional Experience

- The Grant Plant, LLC, Bend, Oregon – www.thegrantplant.com

My private grant writing services consulting firm; November 2003 to the present

- *Entrepreneur and owner* – I have completed more than 100 grant proposals for more than nine clients who, on average, have annual operating budgets at approximately \$500,000 or less

- Multiple Sclerosis Association of King County, Seattle, Washington – www.msakc.org

A local stand-alone direct service non-profit agency serving MS sufferers: January 2001 to March 2005

- *Development Associate* – implemented brand new grant program, implemented donor – specific relationship building program, implemented brand new major donor program, managed all grant work, fostered donor relations using Gift Maker Pro software package, sat on several agency committees including Public Relations and Marketing

- Marathon Communications, Inc., Bothell, Washington – www.marathon.net

A cellular and long distance phone service and phone product re-seller: November 1993 to September 1998

- *Accounting Department Manager* – responsible for bookkeeping for parent - corporation and the two co-owned corporations (Cyberspace, Inc. and Seattle Online, Inc.); accounts receivable, accounts payable, tax filings, managed three professional staff members; used QuickBooks and Business Works accounting software packages; my total responsibility including the parent – corporation was valued at \$7 million

Community Contributions

Volunteer – fundraising, Jewish Community Central Oregon, Building Committee Capital Campaign; 2006

Volunteer – fundraising, Condega Bomberos Project, Bend Firefighters Association; 2005

Volunteer – research/written testimony for the Historic Landmarks Associate City Planner, City of Bend; 2005

Volunteer – office assistance and letter writing, Senator Patty Murray (Democrat, Washington State); 2003 - 2005

Volunteer – Co-Founder/President – Environmental Resource Management Association; C.W.U., 1999 – 2000

Volunteer – Treasurer – Board Member; Association for Washington Archaeology, 1997 – 1998

Professional Affiliations

- Goodworks Nonprofit Partnership, Bend; 2005 – 2006
- Annual Central Oregon Grant Seekers Forum; 2005
- NW Development Officers Assoc., Seattle; '01 – '05
- Puget Sound Grantwriters Assoc., Seattle; 2001 - 2005

Education

Central Washington University, Ellensburg, Washington

Masters of Science candidate; Resource Management graduate program

fall, 1998 – winter, 2000

Central Washington University, Ellensburg, Washington

Graduated; Bachelor of Science, Anthropology and Minor, Environmental Sciences

1987 – 1992

References furnished upon request