

Daniel Lipka

330 Wendover Rd., Yonkers, NY 10704
(646) 436-7852 — danlipka@gmail.com

EDUCATION

Columbia University, Graduate School of International and Public Affairs

Master of Public Policy and Administration, Executive Program, 2005

Concentration: Finance and Quantitative Techniques

This program accepts only 50 experienced managers per year and has a rigorous curriculum focusing on the analytical, managerial, and financial skills that innovative leaders will need in the 21st century. GPA - 4.0.

State University of New York at Albany

Bachelor of Arts, Political Science, December 1998, Minor: History

Alumni Association Scholarship, 1995-1998

WORK EXPERIENCE

Port Chester / Rye Brook Council of Community Services: Port Chester, NY

11/09 – Executive Director

- Responsible for all organization activities, including special events, community programs, coordination of local services, and government relations.
- Oversee the development and implementation of an organization strategic plan.
- Evaluate/prioritize needs and restructure current program offerings in line with mission and vision and ensuring benefit to community.
- Financial management: assess resource allocation, revenue streams and spending requirements and make appropriate recommendations to the Board.
- Establish and implement a resource development/fundraising plan to secure adequate resources
- Provide input to Board composition, selection, structure and roles and responsibilities.
- Act as official spokesperson of the Council.
- Manage Council office and oversee staff.

The Bronx Charter School for Children: Bronx, NY

09/08 – 08/09 – Director of Development

- Responsible for all development activities, including the cultivation of major donors, foundations, corporations, and community organizations.
- I work closely with senior staff at many foundations that were supporting the school, including the Blaustein Foundation, the Hass Foundation, and the Cumming Foundation, among others.
- Created a detailed, measurable, strategic development plan.
- Designed and implemented the organization's first donor and contact database.
- Managed all aspects of the school's annual appeal, including design, tracking, and follow-up.
- Implemented a system to collect and organization donations through the internet.
- Worked individually with all Board members to increase donations, outreach, and transparency.

Westchester Children's Association: White Plains, N.Y.

11/05-02/08 – Director of Special Projects

Download a copy of "By the Numbers" at <http://data.wca4kids.org/publications.html>

- Responsible for all aspects of a two-year program to create a state-of-the-art comprehensive information management system, hardcopy data book, and an online statistical research center. This knowledge management system incorporates and organizes over 500,000 pieces of data.
- Created a long-term communications plan and facilitated project launch media events. Articles were published in the New York Times, and the Journal News, among others.
- Participated in all organizational development activities, including cultivation of major donors, foundation relationships, grant writing, and database management.
- Oversaw budgets, timelines, contracts, consultants, problem solving, innovation, team building, software development, reporting, marketing, and project launch.

International Rescue Committee (IRC); International Headquarters: New York, N.Y.

07/01-01/06 – Development/Grants Officer

- In my five years at IRC, resources and donations increased by more than 50%.
- Managed the domestic grants and development network for IRC's Resettlement Division. Each year, Resettlement is awarded over \$17.5 million from government, foundations, and corporations. The two largest federal grants were rated #1 by separate federal review panels.
- Responsible for writing, editing, and development of all local and national grants. I wrote dozens of foundation grants, which were funded in the range of \$5,000 to over \$1,000,000
- Provided development expertise and management to each of IRC's 22 domestic offices. This included fundraising, event planning, cultivation of major donors, grant writing, program development, media events, mail solicitations, corporate sponsorships, and more.
- Responsible for the implementation and management of two national information management systems. This included IRC's international data sharing and file management intranet as well as eTapestry, an online resource development, fundraising, and volunteer management database.
- Organized annual yearly training conferences. Designed and led training sessions on information management, effective use of the national intranet, team building, time management, and innovative trouble-shooting.

Penn, Schoen & Berland: New York, N.Y.

03/00-05/01 – *Corporate and Political Marketing Consultant*

- Provided consulting services to senior corporate executives on a variety of issues, including information management, branding, strategic planning, new technologies, and marketing.
- Wrote and edited research proposals, analysis questionnaires, and implication presentations to provide actionable solutions for Fortune 100 companies such as AIG, Microsoft, and Verizon.
- Analyzed poll results and made recommendations regarding marketing, customer acquisition, brand identity, corporate positioning, intra-company attitudes, and global competition.

Stateside Associates: Arlington, VA. 01/99-03/00 - *Legislative Coordinator*

New York State Assembly: Albany, N.Y. 1/98-6/98 - *Legislative Aide*

New York State Office of the Attorney General: Albany, N.Y. 6/97-8/97 - *Arbitrator*

COMPUTER AND TECHNICAL SKILLS

Software expertise: Microsoft Office 2003/2007 (Word, Excel, PowerPoint, Access), Windows 2000/NT/XP/VISTA, Raiser's Edge, DonorPerfect, GetActive, Giftworks, eTapestry, VBA, SQL, Six-Sigma, SPSS, SAS, Salesforce.com, Web Conferencing, Publisher, Visio, PhotoShop, Macromedia Dreamweaver, ABBYY FineReader OCR, Adobe Acrobat. Internet: HTML, FTP, Online database design and management.

Advanced statistical skills: 6-Sigma, Chi Square, ANOVA, linear regression, analysis of covariance, statistical significance, t-tests, standard deviation, contingency associations, difference between independent proportions, and others as appropriate.

Management techniques: Total Quality Management, budget and financial management, Balanced Scorecard, SMART Objectives, strategic planning, benchmarking, and human resource management.

Development Expertise: Cultivation of major donors, foundations, corporations, and community organizations. Foundation grant writing. Donor database creation and management. Strategic Planning. Media recognition. Annual appeals. Board development. Program design. Staff training. Volunteer management.