

Jennifer Sultz

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PROFESSIONAL EXPERIENCE

Turning Point Behavioral Health Care Center, Skokie, IL
Development Director

August 2015 to date

A Red Orchid Theatre, Chicago, IL
Director of Development

March 2013 - June 2015

Began as Development Associate and advanced into the role of Director of Development. Oversight and coordination of fundraising efforts, special events, donor cultivation, community partnerships and Board development.

- ✓ Designed board recruitment materials, formalized the process for board candidate applications, and partnered with the board to cultivate, interview and usher in new board members, expanding the board by 40% within two years.
- ✓ Designed and coordinated three annual benefits, each with record breaking revenue, as well as a series of smaller events including a benefit screening of MAN OF STEEL, Day at the Races at Arlington Park, benefit concert at The Metro, opening night receptions and donor cultivation events.
- ✓ Secured partnerships with neighborhood restaurants to launch a Preferred Dining Partner program.
- ✓ Oversaw a campaign to raise funds for a production that travelled to New York City.
- ✓ Established a series of regularly scheduled "Behind the Scenes" donor cultivation events.
- ✓ Completely overhauled and maintained the company's mailing list and donor records.

Freelance Event Coordinator

2011 - 2015

Coordination of fundraising and community events. Clients have included:

- A Red Orchid Theatre
- Chicago Improv Productions
- Evanston Community Foundation
- Evanston150
- Public Allies Chicago
- Second Sense
- Turning Point Behavioral Health Care Center

PIVEN THEATRE WORKSHOP, Evanston, IL

• **Executive Director**

September 2006 - June 2010

Led operations of a professional subscription theatre and nationally acclaimed actor training center for children and adults, annually serving approximately 1,500 students and maintaining school residencies and outreach efforts throughout the Chicago area. Duties included:

- Developing and managing a \$750,000 annual operating budget
- Overseeing administrative staff and production teams
- Coordinating all special events, writing grant applications and executing all fundraising efforts
- Working closely with artistic leadership and Board to draft and implement a strategic plan
- Building and nurturing donor relations, community partnerships and corporate sponsorships
- Writing content for the annual newsletter and all other promotional materials
- Collaborating with the Board and an outside consulting firm to create a pre-campaign assessment study as a tool for assessing a potential capital campaign.
- ✓ Grew total assets to an all-time high and increased contributed income to an all-time high of 48% of total revenue. Within the final year of this tenure, as of ten months into the fiscal year, contributed revenue had already exceeded the previous year by approximately \$70,000.
- ✓ Coordinated the organization's most successful fundraising event of its 39 year history, raising over \$200,000 at an event that took place in two locations and featured two separate auctions, live and silent.
- ✓ Coordinated a benefit theatre night and cocktail party in New York City with host Jeremy Piven, three consecutive Chicago Gold Coast Home Tours, and celebrity hosted benefit movie screenings.
- ✓ Secured over \$100,000 in funding from foundation and governmental sources.

- ✓ Built and nurtured relationships with donors and alumni by initiating annual donor appreciation dinners, initiated and personally hosted regional alumni events in New York and Los Angeles, as well as annual Thanksgiving reunion events for graduates of the teen acting company.

• **Managing Director**

September 2003 – September 2006

Assumed this leadership position following the death of the theatre's co-founder and served as a key architect of the organization's new structure and recovery. Duties included continuing to serve in previous capacities of Development Director and Production Manager, while also taking on additional responsibilities of general operations, managing the training center with year round classes to children and adults, overseeing administrative staff, managing all marketing and promotional efforts, preparing and managing the annual budget, payroll and other monthly financial duties.

- ✓ During this tenure as Managing Director, increased overall annual revenue by \$70,000 to an all time high and raised total assets by approximately \$170,000.
- ✓ Raised contributed income by approximately 14% and secured funding through grants totaling approximately \$180,000 and including:
 - Two separate awards from the National Endowment for the Arts
 - Theatre Communications Group grant supporting the mentorship of Leaders of Tomorrow
 - Funding from various foundation and governmental sources such as the Richard H. Driehaus Foundation, the Gaylord & Dorothy Donnelley Foundation, and the Illinois Arts Council.
- ✓ In addition to operating on-site classes serving 300 students at any given time, maintained various off-site residencies and outreach efforts. Launched and secured funding for the Piven Empowerment through Enrichment Program for young adults with disabilities and developmental delays.
- ✓ Served as a founding member of North Shore Live, a collaborative effort between the major theatres in Chicago's northern suburbs.
- ✓ Coordinated fundraising events such as:
 - Benefit screening of "Talladega Nights" with celebrity guests Will Ferrell and Sacha Baron Cohen, a sold-out event in downtown Chicago
 - Annual gala events with celebrity hosts Jeremy Piven, Aidan Quinn, and Kate Walsh
 - Sessions of master classes with celebrity instructors Jeremy Piven, Aidan Quinn, Joan Cusack, and playwright Sarah Ruhl
- ✓ Negotiated corporate partnerships with such sponsors as Ketel One Vodka, Sam Adams, E & J Gallo, Laurent-Perrier Champagne, Rockit Ranch Productions, and the Hard Rock Hotel Chicago.

• **Director of Development & Productions**

November 1997 – September 2003

Coordinated all fundraising and community events including:

- Gala Event at Chicago's Le Passage with celebrity guests Jeremy Piven, John Cusack and Aidan Quinn
- Evening of Cabaret at Chicago's Casino Club featuring opera soprano Catherine Malfitano
- Benefit movie premieres with celebrity guests
- "Piven Day in the Park", a community event celebrating the honorary naming of Byrne Piven Place

Served as Director of Productions and/or Production Manger for 17 professional shows, including:

- the theatre's inaugural subscription season productions
- the 2002 recipient of the Joseph Jefferson Award for Best New Adaptation
- an off-site production of "The Guys," staged in Chicago with celebrity stars
- the inaugural and subsequent productions of the theatre's Annual New Play Reading Series

Beginning in Fall 1999, oversaw the theatre's first subscription season and the subsequent management of the annual subscription drive, serving simultaneously as box office manager.

- ✓ Increased annual contributed revenue by over \$115,000 and annual governmental funding by over \$18,000.
- ✓ Wrote grants that secured approx. \$198,000 from foundation and government sources including the Kennedy Center Foundation, the Illinois Arts Council, the Elizabeth F. Cheney Foundation and the Govt. of France.

- **Administrative Director** **August 1994 – November 1997**
As the organization's only full time employee, duties included oversight of the school and its faculty, scheduling classes and registering students, coordinating outreach programming, overseeing the scholarship and work study program, writing and designing the alumni newsletter, writing grants, coordinating special events, managing marketing and promotion, serving as production manager and box office manager for all shows, drafting and maintaining the overall budget, and serving as assistant to the Artistic Directors and to the Board of Directors.
 - ✓ Increased the organization's total assets by more than double, from approximately \$55,000 to \$113,000.
 - ✓ Within first two years, paid all outstanding bank loans and increased annual tuition revenue by over \$50,000.
 - ✓ Coordinated all fundraising events including the 25th Anniversary Gala Celebration and pledge drive, culminating in a sold out black tie event at Chicago's Park West and other weekend activities with several celebrity guests. Event revenue, donations and contribution pledges totaled over \$150,000.
 - ✓ Transformed the process of registering students from a manual to a computerized system, and amassed contact information for 1,500 previously unaccounted for alumni.
 - ✓ Restructured all administrative procedures and introduced a computer system, new software and a custom designed database to handle student registration and track students, alumni, donors and patrons.
 - ✓ Oversaw the relocation and upgrade of the administrative offices and the renovation of the theatre
 - ✓ Wrote comprehensive manuals for the positions of Administrative Director and Production Manager.

OTHER PROFESSIONAL EXPERIENCE

- Women's Media Group**, Chicago, IL 2012 to date
Assistant to Executive Director (freelance)
General administrative assistance and participation in fundraising efforts and grant writing in support of the WMG radio show, THE FEMINIST LENS, aired on WFMT. Previously worked for Women's Media Group from 1998 – 2001, coordinating fundraising efforts for completion of the documentary film ISA: THE PEOPLE'S DIVA.
- Shanker Valleau Wealth Management**, Evanston, IL 1992 - 1995
Administrative Assistant
Daily maintenance of client portfolios including cash accounts, mutual fund investments and certificates of deposit.
- Brian Bisbee, Attorney at Law**, Grinnell, IA 1990 – 1991
Legal Secretary
Preparation of documents concerning property transactions, criminal cases, small claims, substance abuse, estates and trusts, guardianships and conservatorships, and Child in Need of Assistance proceedings.

RELATED EXPERIENCE

- Visual Artist Ongoing
- Grinnell College Alumni Class Agent & Chicago Alumni Planning Committee Member 2004 to date
- Regional Finals Judge: The NEA & Poetry Foundation's "Poetry Out Loud" National Contest 2009
- Contest Judge: Iowa High School Speech Association 1990 – 1991

EDUCATION

Grinnell College
Grinnell, Iowa • Bachelor of Arts - Theatre

References and letters of recommendation
available upon request.