

February 7, 2020

Bellevue Schools Foundation  
12241 Main St #5  
Bellevue, WA 98005

Dear Search Committee:

It is with great enthusiasm that I submit my application materials for the Executive Director role at the Bellevue Schools Foundation. I was thrilled to see this role open as it combines my education and philanthropy background with my passion for and experience in capacity building. With the population of Bellevue rapidly changing, the Foundation's potential for community partnerships and increased visibility is limitless. After reviewing the full description, I know that I would be an excellent fit for this position during this pivotal time.

While my résumé provides more specifics, my previous roles have allowed me to develop a robust skillset in the following areas that would be instrumental in my success as the Executive Director:

- My broad range of fundraising experience, including crafting and executing strategic fundraising plans has allowed me to diversify funding for organizations I have worked with.
- I have extensive experience in working with boards, both in board and staff leadership roles.
- I demonstrate a high level of organization when managing program operations and budgets.
- I have built and managed key relationships in the private, public and nonprofit sectors that would be vital for foundation growth and diversification of funding.
- I excel at volunteer management through recruiting, training and supporting board volunteers; maximizing organizational capacity.

After reviewing my additional credentials, I believe you will agree that I have the desire, knowledge, and abilities required for success as the next Executive Director of the Bellevue Schools Foundation. I look forward to hearing more about the hiring process.

Sincerely,



Rebecca Wilson

**Rebecca L. Wilson**  
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## **Summary**

Over 15 years of professional experience in education and nonprofit management with a strong foundation in board development, stewardship, organizational strategy and community relations. Philanthropic experience focuses on education, youth development and healthy communities.

## **Professional Experience**

### **Director of Advancement                                      Seattle Jewish Community School                                      8/2019-present**

- Oversees admissions, marketing, communications and fundraising operations for an urban, K-5 independent school
- Redesigned approach to Admissions process, resulting in increased applicant numbers
- Works with board and policy committee members to determine fundraising and stewardship goals and strategies
- Works with various stakeholders to ensure that all aspects of the school experience contribute to a positive relationship between the school and current families

### **Executive Director    Physio Foundation    9/2017-10/2019**

- Transitioned corporate giving wing of Physio-Control to an independent foundation
- Directed all operations for organization, including fundraising, board development and programs
- Worked with board to determine fundraising and giving strategies for sponsorships, major gifts, events and annual giving
- Worked with grantee organizations as a development consultant to ensure organizational sustainability

### **Director of Student Life Forest Ridge School of the Sacred Heart 6/2015-12/2016**

- Directed high school student life operations including staff, budgets and events for an all-girls day/boarding 5-12 school and 28 international student dormitory
- Developed programs for international and boarding families to introduce the concept of philanthropy and volunteerism in independent schools and the United States
- Served on Admissions Team, leading admissions events and interviewing prospective students and families
- Created volunteer roles and managed relationship with parent association, resulting in an enhanced student experience
- Planned and executed events for 10-500 people including recruitment events, retention events and celebrations
- Formed programs and managed partnerships with local organizations for community volunteer and academic experiences
- Served on initial team that created partnership between Forest Ridge and the Gashora Girls' Academy of Science and Technology (Rwanda)

### **Dean of Students Forest Ridge School of the Sacred Heart 8/2006-6/2015**

- Directed high school student life activities including staff, budgets and operations for an all-girls day/boarding 5-12 school
- Shaped high school student and staff diversity and inclusion movement, including creating student leadership, curriculum and events

- Formed and managed partnerships through events with non-profits on local and national levels including the United Way, Habitat for Humanity, Puget Sound Blood Center, Seattle Foundation, Sanctuary Art Center and more.
- Leveraged community partnerships to create community experiences including Women in Leadership speaker series, Winterim Programming, Diversity Leadership Programming and Service Day
- Served as member of TEDx Forest Ridge Planning Committee, Forest Ridge Diversity and Inclusion Committee, Regional PNAIS Diversity Committee and Global Advisory Council
- Served as United Way Giving Campaign Chair, resulting in increased employee giving

#### **President Junior League of Seattle 12/2011-6/2014**

- Directed all governance and management functions for 90 year-old, 1500 member organization through President-Elect and President roles
- Developed, implemented and met strategic roadmap objectives, community impact, advocacy, membership development, leadership development, operations and fundraising initiatives
- Supervised three paid staff and over 100 volunteer leaders to execute organization operations
- Created metrics for measuring impact for community programming
- Served as spokesperson for the Junior League of Seattle externally through media channels and internally while presiding over general membership meetings

#### **Youth Development Director Lake Heights Family YMCA 9/2003- 8/2006**

- Created leadership and recreational programming for over 350 students at 12 different schools in the Eastside area
- Produced and implemented effective marketing campaign targeting a diverse population for recruitment of newly developed program
- Planned and executed events for annual campaign and capital campaign
- Managed all public relations efforts for branch and served as media spokesperson for youth development initiatives
- Recruited, hired, trained and supervised all youth development staff, interns and volunteers
- Served as a liaison between the YMCA of Greater Seattle and the Kobe (Japan) and Chiang Mai (Thailand) YMCAs
- Served as staff support to volunteers for the annual fundraising campaign
- Created partnerships with school districts, city governments local and national non-profits for youth development programming

#### **Education**

Master of Education, **Educational Policy and Leadership**, University of Texas at Arlington, 2011

Graduate Certificate, **Organizational Change and Development**, Hawaii Pacific University, 2003

Bachelor of Arts, **Psychology and Communication**, Western Washington University, 2002

**Leadership Tomorrow Seattle**, Class of 2010

#### **Relevant Philanthropic Experience**

##### **Burke Museum of Natural History and Culture (2014-present)**

Board of Directors Member (2014-Present); Board President (2018-2020), Board Vice President (2016-2018), Curator's Dinner Chair (2016, 2017)

##### **Seattle Children's Hospital Guild Association- Color Me Happy Guild (2014-Present)**

Founding President, 2014-present; Chair, Annual Golf Tournament, 2015-2017

**YMCA of Greater Seattle (2007-present)**

Board of Managers Member (University Family YMCA), 2007-2014, 2017-present; Board Chair (University Family YMCA), 2009-2011; Board Development and Operations/Nominating Committee Chair, 2009-2011, 2017-present; Financial Development Chair (University Family YMCA), 2008 and 2009 Annual Campaign Chair (University Family YMCA)

**Junior League of Seattle (2007-present)**

Honorary Gala Chair, 2017; AJLI Conference Host Committee Chair, 2015; Nominating Committee Member, 2014-2015; 2013-2014 President; Board of Directors Secretary, 2011-12; Fundraising Manager, 2010-2011; Member, 2011 Dorothy Stimson Bullitt Award Committee; Chair, Project Development Committee, 2009-2010; Vice Chair, LifeBooks Committee, 2008-2009; Co-chair, Junior League Provisional Childhaven Backpack Project, 2007-2008

**The Ruby Room (2006-2009)**

Board of Directors Member, 2006-2009; Financial Development and Public Relations Chair, 2007-2009

**Seattle Works (2003-2011)**

Bridge Board Training Program Faculty Member- 2010- 2011; Rebuilding New Orleans Trip Leader, 2008; Seattle Works Auction Committee, 2006, 2007; Team Works Captain, Seattle Works, 2005-2007

**Other**

Member, Group Health Leadership Advisory Council (Eastside), 2013-2016; Seattle Central Community College Scholarship Review Committee, 2016; Washington State Charter Schools Sector Leaders, 2014-2015; Associate, ArtsFund, 2010-2013 ; National Assembly Delegate, YMCA of the USA, 2006-2010; Volunteer, Habitat for Humanity (Jacksonville, FL., Thibodaux, LA. and Seattle, WA), 2006-2015; Volunteer Group Leader, Katrina Corps, 2008-2009; Running Buddy, Girls on the Run (multiple years); Commissioner, Seattle Center Advisory Commission, 2005-2006