

# ***Jefferson A. Brechbühl***

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*Career Objective: continued long-term growth in a development or outreach capacity for a dynamic national organization committed to the development of community service, food access or sustainability.*

## **WORK EXPERIENCE ■**

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### **Director of Outreach & Development – ECO STUDIO - Washington, DC** 2005 - present

- Develop partnerships, resources, events and workshops for promoting sustainability education within the local watershed.
- Research educational resources for website, write blogs on sustainability issues and utilize online social networking tools.
- Design website for contributions, media and resource sharing, blogging, social networking, issue discussion and more.

### **Operations Manager – Capital City Charter School - Washington, DC** 2007 - 2009

- Supervised maintenance, building improvements and construction projects; oversaw security, volunteer management, ordering supplies and tracking inventory, building service contracts, vendor relations, leases, insurance and parking.
- Developed service initiatives for students within school's operations and at partner sites and for partners at the school.
- Initiated Green School Program and developed partnerships to integrate sustainability and energy auditing into classroom instruction and then incorporated findings back into operations; received award for 'best integration into curriculum'.
- Established contracts for all staff benefits; administered benefits, new employee orientation and staff termination.
- Oversaw expansion to two new Upper School campuses in 2008 and 2009 – managed lease negotiation, moving, construction, licensing and supply acquisition process; established new operational systems and vendor accounts.
- Planned for emergencies such as fire, lock down, snow closing and swine flu for a student body of 422 and staff of 90; ensured compliance for inspections of fire Marshal, health department, elevator certification, and Charter School Board.
- Managed National School Lunch Program: reporting to state agency, claiming meal reimbursements, grantwriting, catering contract, student application process, student database, administration of meal service and sanitation guidelines.
- Developed Requests for Proposals; Conducted contractual bidding process for vendor services in excess of \$25,000.

### **Sustainable Business Director & Founder - The People Garden Market - Washington, DC** 1997 - 2007

- Presided over pre-start-up delivery service of locally grown organic produce to attract customers and investors to developing a community-focused retail natural food store; accounted for 25% of sales as a permanent service.
- Wrote business plan and executive summaries; generated \$450,000 in investment capital and one year of free rent.
- Oversaw start-up construction, spatial design, licensing, equipment procurement, product development and budgeting.
- Managed set-up and maintenance of interactive Point of Sale system, which linked cash registers to computers and integrated deli scales and bar coding machines for product updates, pricing and tracking inventory and sales.
- Ensured accuracy of daily sales reports, resolved discrepancies, oversaw all expenditures, executed quarterly workplans and systems for inventory, loss prevention, pricing and reordering; regularly reconciled profit and loss with accountant.
- Planned inventory development, menus for prepared food and juice bar, catering events, demos and street vending.
- Oversaw supervision of thirteen staff, payroll, administration of staff benefits, team building, staff meetings and implementation of paid time for employee marketing research and community service.
- Launched a green event service for fundraisers, opening shows, conferences, meetings, weddings and more.
- Drove sales growth each month by expanding services and products, soliciting customer feedback, developing sales staff's product knowledge, targeting distributor sales for high volume restocking, creative displays and niche development.
- Designed creative promotional materials including newsletters, banners, signs, logo, sales flyers, postcards depicting scenes of the store's mural, a front door printed with our logo and mission, refrigerator magnets with shopping lists.
- Collaborated with local Latino service agencies to strengthen their health initiatives and broaden our customer base.
- Designed and maintained a website store for home delivery services, customer relations and sustainability education.

### **Operations & Volunteer Director - Martha's Table, Inc. - Washington, DC** 2005 - 2007

- Maintained facilities and oversaw operational support and security for a compound which was comprised of six separate buildings, each with distinct program or operational purposes and volunteer needs.
- Developed relationships with a portfolio of corporations for engaging their staff in donations and corporate volunteering.
- Oversaw utilization of daily donations for feeding, clothing and educating 700 homeless, 350 youth and 120 families.
- Oversaw Volunteer Coordinator who scheduled, recruited and trained over 9,000 volunteers.
- Planned for large volunteer groups and special appreciation events and three annual holiday events to feed the homeless.
- Established volunteer and in-kind donor databases; oversaw database management and monthly report generations.
- Wrote partnership agreements, volunteer contracts and volunteer handbook.

- Supervised drivers collecting donations, kitchen crew, janitorial staff, and volunteers feeding homeless in three parks.

**Events & Fundraising Board Chair - Mount Pleasant Main Street - Washington, DC** 2000 – 2004  
**Director of Programs & Outreach** 1997 – 2000

- Achieved an overall 92% success rate in receiving grants and corporate awards (ranging from \$10,000 to over \$100,000) from over 20 funders for commercial corridor development and business support.
- Increased organizational membership by over 200%; developed a series of twelve postcards as a member gift.
- Co-wrote, enlisted partner support and secured a five-year matching fund of \$440,000 from D.C. Main Street initiative.
- Developed technical assistance support for 72 small businesses and organized frequent forums on community planning.
- Organized the Annual Mount Pleasant Pride Day for three years, which annually engaged over 400 volunteers in service projects and raised over \$140,000; in conjunction, managed a three-year commercial corridor landscaping plan.
- Conducted a tri-lingual (English, Spanish, Korean) survey on neighborhood assets and challenges to create an Image Campaign that included banners, promotional products, events, advertisements, and streetscaping improvements.
- Led development of first DC restoration of Police and Fire Callboxes; culminated in a trail of 10 sculptures with vignettes.
- Launched anti-litter campaign and developed resources to attain 30 new steel trashcans along the commercial corridor.
- Developed conceptualization, marketing, logistics, and volunteer and vendor recruitment for a series of park and street fair events, including an annual street festival involving 10,000 participants each year.
- Directed fundraisers such as jazz benefit dinners, neighborhood yard sales and annual member parties at historic homes.
- Coordinated the Mt Pleasant Heritage Trail planning, research and design in collaboration with DC Cultural Tourism.
- Designed and maintained website, programming a mechanism for online contributions.

**Manager, Low-Income Volunteering - The Points of Light Foundation - Washington, DC** 1998 – 1999  
**Coordinator, Volunteer Center Member Development** 1995 – 1997  
**Assistant, Development Office** 1994 – 1995

- Increased Volunteer Center membership to 97% of all centers nationwide by building direct relationships and being exceptionally responsive and executing high quality surveys, communications, technical assistance and networking tools.
- Surveyed national best practices of engaging volunteers in low-income communities to select five target cities for developing on-site city dialogues; established an internal team for program consultation and integration; recruited participants for sessions; co-led sessions, prepared materials and coordinated all logistics for spaces, travel and stipends.
- Provided technical assistance in volunteer program management for national partner organizations.
- Prepared materials and oversaw logistics for regional meetings and Volunteer Center tracks at national conferences.
- Designed membership marketing materials and Volunteer Center Directory; coordinated member newsletter.
- Ensured grant compliance and wrote regular correspondence to funders and participants; submitted grant applications.
- Coordinated communications, planning and travel logistics for satellite office and the national advisory council members.
- Prepared annual and quarterly program budgets for over \$750,000 and corresponding workplans.

## EDUCATION ■

**Master of Arts in Applied Anthropology - The American University - Washington, DC**

- **G.P.A.** 3.34/4.00; *Graduation - May, 1995*
- **Concentrations:** *Economic Anthropology*
- **Thesis:** *'Creating Culturally Appropriate Pedagogy for Street Children in Rio de Janeiro'*

**Bachelor of Arts in Anthropology, Minor Spanish - Millersville University - Millersville, PA**

- **G.P.A.** 3.50/4.00; *Graduation – May, 1991*
- **Concentrations:** *Economic Anthropology, Food and Culture*
- **Honors:** *Neimand Hodgson Student Research Grant; HERCO Outstanding Seasonal Employee Scholarship President, International Relations Club. January, 1988 – May, 1989; Founder, International Week*

**College Semesters in Ecuador & Brazil** School for International Training - Brattleboro, VT  
**G.P.A.** 3.60/4.00.; *August – December, 1989 and August – December, 1990*

### Further Training:

- **Online Social Networking - Multi-Level Marketing Business Strategies – 12 week online course**
- **Earning Revenue for Non-Profits - The Foundation Center - Washington, DC**
- **Grant Writer Leadership Institute**
- **Business Management Courses - U.S. Dept. of Agriculture Grad School - Washington, DC**
- **National Issues Forum Training - University of Pennsylvania - Philadelphia, PA**

### ■ **Current Volunteer Commitments & Personal Interests**

*Website Director – Eco Studio* ▪ *Fundraising Chair – Healthy Living* ▪ *Event Volunteer - Make a Wish Foundation*  
*Canoeing* ▪ *Hiking* ▪ *Bicycle Trips* ▪ *Yoga* ▪ *Gardening* ▪ *Event Planning* ▪ *Farmers Markets* ▪ *Sustainable Businesses* ▪ *Father*