

# Jill M. May, MPA

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## **PROFESSIONAL EXPERIENCE**

### **OWNER/CONSULTANT**

*Trisector Consulting, LLC, September 2019 - present*

Responsible for managing all aspects of developing, launching and growing a small business, providing contract and consultancy services to nonprofit organizations in the areas of fund development, board management, program development, and strategic growth planning. Client projects have included:

- Michigan Women Forward - I was hired to guide the development of a five-year operational growth plan for the organization, which will be utilized in grant proposals to Detroit-based family and corporate foundations and federal granting programs. I am also implementing systematic enhancements to their alternative lending program to meet and exceed national best practice, achieve certification as a Community Development Financial Institution (CDFI), attract new funding, and position the organization to scale in lending volume, quality and impact.
- The Right Place - I provide fund development services for three of the rural counties that contract with The Right Place for economic development services, including Ionia, Newaygo and Montcalm. I have implemented systematic enhancements to their fund development programs to position them for sustainability. I also serve as their contracted fundraiser, guiding the boards in their fundraising efforts while making my own direct asks to corporate and municipal investors in order to meet and exceed annual fundraising goals.
- Covenant House Michigan - I was hired to build awareness and introduce this newest addition to the Grand Rapids community of organizations serving homeless youth to key community leaders and funders in West Michigan. My engagement with the organization culminated with the creation of a new Director of Development role and the recruitment of a highly-qualified fund development professional to fill the position.

### **DIRECTOR OF LENDING**

*Grand Rapids Opportunities for Women (GROW), August 2018 – August 2019*

Responsible for overseeing all aspects of GROW's alternative lending program, deploying loan capital to entrepreneurs who are unable to access traditional business financing.

- Conducted comprehensive analysis of GROW's lending program and implemented strategies to strengthen processes while maximizing efficiencies; positioned program to meet and exceed national best practice
- Conducted underwriting analysis and due diligence of loan applications to evaluate prospective borrowers' ability to repay
- Managed organization's risk through strong portfolio management practices and provision of technical assistance to borrowers

- Established and cultivated relationships with foundation, corporate, government and individual program investors
- Developed and managed business development strategies to generate lending referrals
- Supervised lending staff, including ongoing performance evaluation and professional development
- Provided program updates to board of directors and managed program-related board committees
- Managed relationship with the U.S. Department of Treasury's Community Development Financial Institution Fund (CDFI), including annual CDFI recertification, and preparing funding applications and reports
- Maintained familiarity with impact investing trends and other key issues regarding funding of CDFI's

### **INTERIM EXECUTIVE DIRECTOR**

*TraverseCONNECT/Traverse City Area Chamber of Commerce, March – August 2018*

Responsible for the full range of organizational activities, including oversight of all program and service work; communications strategies of membership and making sure members' needs are met; training and supervision of staff; and strategy of long-range planning:

- Identified Chamber member needs and developed programing designed to meet those needs
- Implemented strategies to retain and grow membership. Responsible for maintaining membership at a level that ensured necessary income for the operation and growth of the organization.
- Managed the Chamber's communications strategies so that the organization's purpose, value and brand were clearly demonstrated to its members and the community
- Supervised Chamber staff, including the assignment of their duties and supervision of their work. Developed continuing on-the-job training programs and conducted performance evaluations.
- Through strategic planning and based on proper research of member needs, anticipated emerging and long-range opportunities, and recommended adjustments as needed.
- Worked with the board of directors to maintain continuity and consistency in the Chamber's strategic plan so that it continued providing value to its members.

### **DIRECTOR OF INVESTOR RELATIONS**

*TraverseCONNECT/Traverse City Area Chamber of Commerce, October 2017 – March 2018*

TraverseCONNECT is the parent company of the Traverse City Area Chamber of Commerce and Venture North Funding & Development. This was a promotion and expansion of the previous Development Consultant position described below. Additional responsibilities include:

- Established, managed and strengthened relationships with community, corporate and government leaders
- Cultivated, solicited and stewarded a portfolio of high-level investors and prospects
- Developed new programming to increase value of Chamber investment
- Developed and implemented investor communications strategy to demonstrate return on investment and strengthen relationships with investors
- Served on Executive Team; managed and mentored staff across the organization
- Developed and managed high-level investor program budget; reported on status to leadership
- Established and implemented systems and processes to sustain the viability of the investor program

## **DEVELOPMENT CONSULTANT**

*TraverseCONNECT/Venture North Funding & Development, October 2016 – October 2017*

Responsible for identifying new sources of funding to grow revolving loan fund and build organizational capacity, and provide marketing and outreach strategy.

- Advised and consulted with leadership regarding organizational vision, strategy, program development, outreach, relationship management and resource development
- Researched, developed, and submitted grant applications, capital proposals, and reports to private foundations, government entities and corporations; managed relationships with funders
- Managed application and compliance process for organization's certification as a Community Development Financial Institution (CDFI), which provided access to new sources of public and private funding
- Maintained familiarity with impact investing trends and other key issues regarding funding of CDFI's
- Guided and supported Board of Directors to identify and cultivate prospective funders in their networks
- Developed investor communications tools, including the organization's first annual report
- Presented quarterly status updates to Board of Directors

## **PROGRAM OFFICER**

*Frey Foundation, March 2015 – August 2016*

Responsible for identifying and developing opportunities for effective grant making, and reviewing and evaluating grants for programming efforts and outcomes that align with foundation objectives.

- Developed and maintained in-depth knowledge of foundation program areas, including environment, the arts, and economic and community development
- Reviewed grant proposals submitted for consideration; made site visits as appropriate; prepared written summaries and analysis of grant applications to aid trustees in making grant awards
- Strategically partnered with grant applicants and grantees and served as the foundation's principal contact with grantees
- Reviewed and monitored grants to ensure that all grant management requirements were met, including review of progress and financial reports and impact measurement
- Participated in the development of strategic program planning and the strategic analysis of grant outcomes
- Made presentations to trustees and community groups representing the foundation

## **ADJUNCT FACULTY**

*Grand Valley State University - School of Public, Nonprofit and Health Administration, 2013 to 2016*

### ***Grant Writing (PA 535)***

- Provided graduate students with practical, experiential instruction to build knowledge and skills to effectively seek grant support for nonprofit organizations, with a focus on outcome and impact measurement

### ***Leadership Dynamics (PA 390)***

- Instructed undergraduate students to examine and apply leadership issues, concepts and situations evident in various community, public or nonprofit organizational contexts

## **DIRECTOR OF FUND DEVELOPMENT**

*The Right Place, Inc., 2011 to 2015*

Responsible for developing, implementing and managing a comprehensive fund development program for regional economic development organization.

- Established and executed an operating plan that incorporated annual goals, objectives, and strategies for fundraising program in support of organization's strategic plan and goals
- Actively managed a portfolio of foundation, corporate and government prospects and donors by personally participating in their cultivation, solicitation and stewardship
- Guided and supported the Board of Directors and Campaign Cabinet in all fundraising activities
- Regularly evaluated fundraising programs and assessed progress toward goals; reported on results to the Board of Directors and Executive Team
- Established and executed a donor communications plan to demonstrate return on investment and strengthen relationships with donors
- Prepared and presented proposals, case statements, grant applications, and other materials as needed to secure investment
- Managed staff who supported the fund development program
- Implemented and managed the systems and infrastructure necessary to achieve development goals, including a constituent relationship management system and accounting process

## **DIRECTOR OF DEVELOPMENT**

*Urban Institute for Contemporary Arts (UICA), 2007 to 2011*

Responsible for oversight and management of all fund development programs and activities for contemporary art center.

- Developed a diversified and mission-based fund development plan, and implemented strategies to achieve development plan goals
- Developed grant applications for public and private foundations; managed relationships with grantors
- Identified, cultivated, and solicited capital campaign, major gift, annual fund, and corporate donors
- Recruited, retained, and expanded membership base
- Guided, supported, and evaluated fundraising activities with Board of Directors
- Served on Executive Team; managed staff who supported fund development activities
- Managed donor communications and developed content for print and electronic correspondence
- Managed administrative functions of fund development, including database management, gift acknowledgements and donation reporting

## **COMMUNITY DEVELOPMENT DIRECTOR**

*American Cancer Society, 2004 to 2007*

Responsible for engaging West Michigan's corporate community in the mission of the American Cancer Society.

- Established and cultivated relationships with corporate sponsors, individual donors, and community leaders
- Provided project management of annual fundraising gala (net \$300K+ annually); managed gala committee comprised of 50+ executive-level volunteers

## **AWARDS AND HONORS**

### **DISTINGUISHED ALUMNUS AWARD**

*Grand Valley State University, 2017*

### **YOUNG ATHENA AWARD NOMINEE**

*Grand Rapids Area Chamber of Commerce, 2016*

### **YOUNG NONPROFIT PROFESSIONAL OF THE YEAR AWARD NOMINEE**

*Grand Rapids Young Nonprofit Professionals Network, 2016*

## **COMMUNITY ENGAGEMENT**

### **JOHNSON CENTER FOR PHILANTHROPY AT GVSU**

*Ecosystem for Nonprofit Leadership, Program Committee Chair, 2018-present*

### **GRAND RAPIDS COMMUNITY FOUNDATION**

*Field of Interest Fund Committee Member, Grant Reviewer, 2014 to present*

### **IMPACT 100 TRAVERSE CITY**

*Board Member, Grant Review Committee Chair, 2016 to 2018*

### **GRAND VALLEY STATE UNIVERSITY ALUMNI ASSOCIATION**

*Board Member, 2014 to 2019*

### **LAUGH FEST/GILDA'S CLUB**

*Cabinet Member, 2012 to 2014*

### **SOWHOPE**

*Board Member, Fundraising Committee Chair, 2012 to 2014*

### **CAMP FIRE USA WEST MICHIGAN COUNCIL**

*Board Member, 2003 to 2012*

## **EDUCATION**

### **GRAND VALLEY STATE UNIVERSITY**

*Master of Public & Nonprofit Administration, 2003*

Member, Pi Alpha Alpha National Honor Society

Graduate Student, Johnson Center for Philanthropy

### **OLIVET COLLEGE**

*BA Journalism, 1998*

Minor in Communications

Member, Alpha Lambda Epsilon