

ANNE PUOTINEN

<https://www.linkedin.com/in/ampuotinen/>
ampuotinen@gmail.com

Chicago, Illinois (773) 456-1747

Creative, analytical and personable fundraising and operations leader with over 25 years of experience. Intelligent communicator. Strong relationship builder and team leader.

EXPERIENCE

Breathe Ventures Chicago, IL and remote / December 2021 – present

Startup incubator

Strategist, Fundraising and Administration

- Thought partner to serial entrepreneur and CEO for all aspects of an agency incubator and its startup companies. Member of leadership team. Draft and manage goals, priorities, operations and strategic projects. Incorporate business analysis to develop innovative solutions for challenges utilizing resources efficiently and effectively.
- Collaborate with CEO and founders to execute fundraising goals. Develop and execute strategy. Lead development of investor pipeline, from prospect generation, communication, pitches, and closing. For one company, investment amounts range from 5 - 7 figures for a current \$1 – 3 million raise.
- Write decks, proposals, and investor reports. Write policy, procedures and training documentation for projects, human resources, and financial services.
- Build and manage productive teams and leadership development through human resources recruitment and management, mentoring and oversight. Manage projects, accountabilities, and outcomes. Critical thinker and complex problem solver.
- Develop new business – brought in two opportunities since September 2022.

Landmarks Illinois Chicago, IL / March 2020 – July 2021

Historic preservation non-profit organization

Director of Development and Engagement

- Identified, cultivated, solicited and stewarded individual, foundation, and corporate donors. Prioritized the growth of major and planned gifts through moves management.
 - Managed corporate sponsorship program. 17 corporate partners represented over \$190,000 in unrestricted annual donations.
 - Managed foundation relationships valued at over \$250,000.
 - Oversaw 50th Anniversary Campaign to raise \$267,000 for a multi-phased strategic planning and implementation program. As of July 2021 had raised \$207,000 donations with another \$20,000 in outstanding asks.
- Supervised donor communications, programs, and events that support the engagement and stewardship of donors and prospects.
 - Oversaw annual fundraising gala. The virtual event 50Forward, was held in March 2021 with 695 registrants raising \$616,000, over \$150,000 more than net goal.
- Directed board-level Resource Development and Board Development committees, and Emeritus Board.
- Supervised and provided leadership development for two direct reports: the Membership Manager and Events Manager.

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Snowball Project Chicago, IL / April 2019 - February 2020
Voting advocacy user application and non-profit organization
Director of Operations and External Affairs

- Created and oversaw programs and services for a nonprofit startup. Drafted multi-year strategic and operation plans with budgets to form goals and workflow.
- Formed a partnership program and secured participants for volunteer teams to rigorously test and promote app during the primaries, and during general 2020 election.
- In the first six months, developed a prospect pipeline using moves management for over 125 individuals for gifts of five to six-figures through research and personal interactions.

Roosevelt University Chicago, IL / August 2016 – April 2019
University founded in 1945 with social justice mission
Director of Development, Foundation Relations and Stewardship

- Identified, qualified, solicited, and stewarded a 150 plus prospect and donor pipeline using moves management and Raiser's Edge database tools for gifts and grants ranging from \$1K - multimillion-dollar gifts from individuals and organizations.
- In FY18 secured \$1.5 million in cash gifts and was an active team member that secured another \$3 million in organization grants. Secured over \$1 million in planned gift commitments. In FY19 was on track to secure \$1 million in cash gifts and another \$1 million in organization grants.
- Cross-functional team leader working with academic leaders, senior administration including the President, and students to produce stewardship and cultivation events.

The Joffrey Ballet Chicago, IL / January 2015 – August 2016
World class ballet company and nonprofit organization
Director of Development (Interim Jan – Jun 2015)

- Project manager for a donor acquisition, upgrade, and renewal campaign for individual donors of \$1 - \$24,999, including communications and solicitations via mail, email, website, telephone, video, and social media.
- Oversaw all corporate, foundation, and government grants. Fostered relationships with 30+ annual major donors. Achieved goal of \$3.1 million for individual giving in FY16, equal to 42% of contributed revenue.
- Supervised and managed fundraising team of 3 professionals.
- Oversaw all gift entry. Developed electronic information exchange, monthly reconciliations and compliance, budget management, and audit assistance.
- Project manager for the Raisers Edge to Tessitura conversion processes including data integrity, process implementations and improvements, and staff training.

Consultant Chicago, IL / July 2004 – December 2014

Provided services for non-profit operation and development management:

- Analysis – wrote strategic operation and charity fundraising plans
- Operations –financial reporting and projections; staff recruitment and management
- Stewardship –board management consultation, member and donor stewardship
- Solicitation – grants; prospect and donor pipeline; strategic solicitation programs

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THE ART INSTITUTE OF CHICAGO Chicago, IL / December 1995 – June 2004

World class art museum, school, and film center.

Director of Development Information Services

- Project manager for a 1 million+ records fundraising and membership database.
- Managed internal and external relationships related to data access, analysis, and solicitations. Worked on all direct mail and telephone fundraising efforts including data analysis, trend identification, strategic recommendations for group segmentation representing on average \$10 million a year.
- Designed and implemented customized moves management system database screens and back-end functionality. Designed reporting capabilities to track major gifts in advance of over \$100+ million capital campaign.
- Recruited, trained, supervised, and evaluated 14 staff members. Served as dotted line manager for two employees. Managed an annual budget of \$800,000, reduced budget expenditures by 20% over two years.

PROFESSIONAL AFFILIATIONS AND DISTINCTIONS

- Mentee for Jan – Jun 2023 cohort at Chicago Innovation, Women’s Innovation Co-Op
- Board member at Steep Theatre, Chicago, IL. Secretary and co-chairperson, Fundraising Committee; March 2018 to the present
- Management Fellow, Development Leadership Consortium; 2018-2019 cohort
- Chairman’s Award, The Art Institute of Chicago; June 2004

EDUCATION

The School of The Art Institute of Chicago

Chicago, IL

Master of Arts (MA) in Art History, BFA Candidate in Painting/Drawing

The College of the University of Chicago

Chicago, IL

Bachelor of Arts (BA) in History

SELECTED SKILLS

- Engaging public speaker and communicator– presenter at multiple conferences; donor/investor and prospect phone, zoom calls, and in-person meetings; presentations, solicitations, and negotiations
- Skilled and persuasive writer – correspondence; grant applications and reports; proposals; pitch decks; strategic and operations plans; board materials
- Collaborative leadership and management skills – staff mentoring and oversight; team member and leader; board and committee management; strategic decision maker; complex problem solver; effective project manager
- Robust technological proficiencies – MS Office, Google Workplace, Project Management apps, CRM platforms, reporting and presentation apps, Communication apps, familiarity with several flavors of BASIC, SQL, Java