

The Non-Profit Assistance Group

Diane Brown

6401 Lone Pine Road

(707) 823-2927

Sebastopol, CA 95472

FAX 823-2963

DianeB100@aol.com

RESUME

MPA Public Administration
1985 Sonoma State University, Rohnert Park, CA

Certificate Management of Non-Profit Agencies
1984 Sonoma State University, Rohnert Park, CA

BA International Relations
1971 The American University, Washington, DC

1985 - Present **THE NON-PROFIT ASSISTANCE GROUP**, Sebastopol, CA

Consultant to non-profit organizations on strategic planning, fundraising, board development, organizational development, executive transitions and volunteer management. I also conduct feasibility studies, needs assessments, evaluations, research, training seminars, focus groups, conference presentations and retreats.

1994 - 2004 **SONOMA COUNTY COMMUNITY FOUNDATION**, Santa Rosa, CA

Program Consultant for the evaluation of health and human services, arts, education, environmental grant applications and allocations; development of the Five-Year Strategic Plan; program initiatives for Blue Cross of California/Community Foundations Community Clinics Fund for Lake, Napa, Solano and Sonoma counties; Management Assistance Needs Assessment and Five-Year Plan for Increasing the Capacity of Non-Profit Organizations; revision of funding criteria for Capacity Building grants; bylaws revision; Resilient Communities Initiative co-sponsored by The James Irvine Foundation; Sustainability Project for the Resource Center for Nonprofits.

- 1996 - 1998 **COMMUNITY PLANNING AND RESEARCH**, San Francisco/
Rohnert Park, CA
- Partner** in a consulting firm serving foundations, government agencies and non-profit organizations nationwide with evaluation, association management, planning, facilitation, project management, program design and research products and services. Clients included the Sequoia Healthcare District, League of California Community Foundations, the James Irvine Foundation and the David and Lucile Packard Foundation.
- 1996/
2004 - Present **UNIVERSITY OF SAN FRANCISCO**, San Francisco/Santa Rosa, CA
- Adjunct Faculty** for the Masters in Nonprofit Management Program in Fundraising.
- 1986 - 1989 **SRA ASSOCIATES**, Sebastopol/Sacramento, CA
- Associate** responsible for coordinating needs assessment, evaluation and research for California Department of Education contracts and others; consultant providing association management services and technical assistance to state-wide and local non-profit organizations.
- 1985 - Present **SONOMA STATE UNIVERSITY**, Rohnert Park, CA
- Instructor** and Interim Program Coordinator; Program Redesign Committee Member for the Masters in Public Administration Nonprofit Management Program of the Political Science Department. Instructor in Fund Development, Grantwriting, Fundamentals of Non-Profit Administration, Community Environment, Legal Issues, Governance, Strategic Planning and Marketing/Public Relations classes.

1985 - Present **VOLUNTEER CENTER OF SONOMA COUNTY**, Santa Rosa, CA

Trainer, Consultant, and Conference Presenter in Fundraising, Grantwriting, Strategic Planning, Direct Mail, Board Training, How to Start a Non-profit Organization and other seminars. Project Director of the AIDS Management Assistance Program; needs assessment, design, and curriculum development for the Board Excellence; Sustainability Project for the Resource Center for Nonprofits.