**DEBBY RICE**

 **5142 Cleveland**

 **Skokie, IL 60077**

 **312/371-4109**

 **ddderice@gmail.com**

**When you invest in my skills, you get—**

* A strategic approach
* Stronger relationships, partnerships, and networks
* A big picture thinker with an eye for detail
* A persuasive communicator
* A creative, energetic, and inquisitive teammate

**EXPERIENCE**

**Freelance Writer**

**When Words Matter**

***Writing that shifts perspectives, wins hearts, and moves readers to action.***

May 2017-Present

**Portfolio:** [**http://debbyrice.writerfolio.com/**](http://debbyrice.writerfolio.com/)

Clients have included:

AB Marketers

American Academy of Implant Dentistry Fdn

American Academy of Home Care Medicine

American Academy of Periodontology Fdn

American Planning Association

BKA Content

Chicago Public Art Group

FlaxAssociates

Hypertext Magazine and Studio

Open Studio Project

.orgCommunity

.orgSource

The Harbour

Study.com

Responsibilities:

* Create a variety of persuasive content for corporate and nonprofit organizations including grant proposals, campaign communications, cases for support, annual reports, blog posts, web pages, and social media.

**Assistant Executive Director for Development**

Manager for Development

American Association of Endodontists Foundation, Chicago

June 2000-March 2017

January 1996-February 1999

**Responsibilities:**

* Managed over $1 million in annual fundraising and grantmaking initiatives.
* Facilitated the activities of the Board of Trustees.
* Oversaw a $31 million investment fund.
* Prepared annual budget.
* Organized strategic planning.
* Developed financial, fundraising, and grantmaking policies and procedures.
* Managed communications.
* Supervised staff.

**Executive Director**

The Parkways Foundation, Chicago

February 1999-June 2000

**Responsibilities:**

* Served as administrator of a new foundation supporting capital improvements in the Chicago Park District.
* Coordinated the activities of the board and an auxiliary of 100 prominent Chicago women.
* Managed a $1.5 million campaign to build a Children’s Garden at Garfield Park Conservatory.
* Developed communications, including newsletters, grant proposals, and brochures.
* Served as liaison to the Chicago Park District’s Board of Commissioners.
* Supervised staff.

**Director of Development and Public Relations**

Volunteers of America of Illinois, Chicago

October 1991-January 1996

**Responsibilities:**

* Directed fundraising and public relations for this child welfare agency.
* Coordinated foundation/corporate solicitation, major gifts, annual campaign, and direct mail program.
* Produced internal and external communications, including grant proposals, employee newsletters, agency newsletters, and annual reports.
* Served as development representative to the board.
* Prepared and monitored the development budget.
* Supervised staff.

**EDUCATION**

Bachelor of Arts, English, University of Illinois at Chicago

**RECOGNITION**

Hermes Gold Creative Award, .orgSource Blog, 2021

Association Universe MVP Award, 1st Place, Association Management Category, 2020

MarCom Gold Award, Focus Newsletter, 2017

MarCom Gold Award, Focus Newsletter, 2016

MarCom Gold Award, Focus Newsletter, 2015

**INTERESTS AND ACTIVITIES**

Reading and writing fiction, cooking and learning about food and wine, entertaining friends and family, yoga, and other types of exercise. SEE MY COVER LETTER BELOW.