

Anne E Stevenson

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Professional Summary

I have over a decade of experience working in higher education and the not-for-profit sector engaged in strategic development, program management, professional networking, volunteer coordination and event planning. I have strong management and organizational skills, excellent communication skills and a problem-solving mind-set. I continually maintain a positive and empowering attitude when faced with challenges and hope to find an appointment where I can grow professionally and intellectually.

Skills

• Excellent communication skills	• Network building
• Database management	• Social media experience
• Articulate and well-spoken	• Team building
• Excellent planner and coordinator	• Conference planning

Work History

Program Development Manager

November 2012 - May 2023

Washtenaw Community College

- Provide management for over 360 non-credit classes annually in community enrichment and workforce development.
- Recruit, hire, and train over 50 community enrichment and workshop development faculty
- Build connections between WCC and businesses, nonprofits and educational community leaders
- Develop, negotiate and manage faculty contracts
- Supervise marketing of courses in print, online and social media
- Conduct program analysis and maintain databases
- Provide annual training for faculty members
- Engage in strategic planning by working collaboratively to develop multi-year program goals
- Plan, evaluate and revise course content and course materials
- Build connections between WCC and businesses, nonprofits and educational community leaders
- Innovate new special events and courses

Curator and Director of Development

2011 - 2013

Michigan Firehouse Museum

- Manage all curation services for 100+ museum artifacts
- Design exhibits and prepare interpretive materials for 5000 visitors/yearly •
- Research, write and prepare grant applications
- Train and oversee volunteer staff (20+)
- Spearhead strategic planning and evaluation processes
- Reorganize museum's administrative processes to create greater efficiency and organization
- Provide tours and educational experiences for youth and adult groups •
- Special event planning for 2 major fundraisers per year (1000+ attendees)

Admissions Clerk

2006-2009

Washtenaw Community College

- Outstanding customer service for all clients
- Utilized Oracle/Banner for information management
- Processed student applications and managed sensitive information utilizing FERPA training and implementation
- Strong attention to detail and excellent organizational skills
- Ability to work in a stressful and high pressure environment with tight deadlines

Education

Masters of Science: Historic Preservation 2011 Eastern Michigan University Ypsilanti, MI

Bachelor of Fine Arts: Theater Design and Production 1998 University of Michigan Ann Arbor, MI

Volunteer Work Experience

Society for Creative Anachronism, Inc

Worldwide Membership and Recruitment Officer 2018-present Midwest Membership and Recruitment Officer (Midwest Chapter) 2014-2017

- Plan, develop and organize greater than 500 local chapter directors on volunteer recruitment and retention best practices
- Assist with connecting new membership to local chapters and mentors •
- Support volunteer trainer and orientation
- Engage in community outreach
- Develop marketing materials
- Provide instruction for quarterly workshops on volunteer workshops and retention across the world

City of Ypsilanti, Historic District Commissioner 2009 - 2021

- Appointed Commissioner for the City of Ypsilanti's Historic District charged with upholding the Secretary of the Interior's Standards for Rehabilitation as they pertain

to property work within the Historic District.

Training and Certifications

2016 - Certified Program Planner - Learning Resources Network

2010 - Master Gardener Volunteer Program - Michigan State University

Extension **Reference Upon Request**