



MARY STEELE

QUALIFICATIONS SUMMARY

Skilled non-profit professional with experience in strategic planning, fundraising, board development, finance, program design, and human resources.

ACCOMPLISHMENTS

Co-founder of a successful non-profit partnership between legal and medical professionals to provide services to vulnerable families.

As an interim executive director, reorganized and stabilized a non-profit on the verge of failure, implemented best practices, and supported successful hiring of new executive director.

As an interim development director, created donor acknowledgment and grant tracking processes and reinvented organization's fundraising events.

Headed a successful capital campaign and facility renovation.

Redesigned fund development procedures and increased private fundraising by more than \$1 million over four years.

Implemented best practices in programming, finance, board development and human resources.

Recruited and trained effective board members, increasing board size from eight to 18.

As a legal professional, consulted with more than 20 non-profit organizations regarding litigation risk and regulatory compliance.

EXPERIENCE

2018 – present Senior Associate, Valtas Group

2010 - 2018 Executive Director, *New Horizons*

1984 - 2009 Associate Attorney and Partner, *Davis Wright Tremaine*

EDUCATION

1981 - 1984 J.D., *University of Virginia, with honors*

1976 - 1979 B.S., *Pennsylvania State University, magna cum laude*

CURRENT COMMUNITY INVOLVEMENT

Bethany Presbyterian Church, elder