

## **GAIL KOELLN**

82-52 211 Street, Hollis Hills, NY 11427

[gailkoelln@oneearthconservation.org](mailto:gailkoelln@oneearthconservation.org) (718) 776-7284

### **PROFESSIONAL EXPERIENCE**

Co-Director, One Earth Conservation, Queens, NY, March 2015 – present

Co-Director with the Rev. Dr. LoraKim Joyner. The mission of One Earth is One Earth Conservation's mission is to engage people, communities, and organizations in places where no one has worked before in a unique manner that inspires them to contribute to their own well-being and the well-being of life on Earth. We achieve this by encouraging them to support and/or conduct parrot conservation in the Americas and to nurture themselves in nature. Involved in all aspects of operations of and fundraising for this organization.

President, GK Grant Writing, Queens, NY, July 2006 – present

Grant writing consultant for various not-for-profit organizations, with a special focus on animal welfare organizations, environmental organizations, arts organizations, and organizations that serve people with special needs. Services provided include grant writing, report writing, preparing budgets, and research. To date has helped to raise almost \$10 million for various clients.

President, Inspired Perspectives Coaching, Queens, NY, April 2010 – December 2014

Provide one-on-one life coaching services with a particular focus on family caregivers of elderly relatives.

Interim Executive Director, Pet Safe Coalition, Wantagh, NY, September 2012 – June 2013

Provide administrative leadership for a not-for-profit organization that provides pet emergency services during a disaster (such as Hurricane Sandy) and educates pet owners about keeping their pets safe when disaster strikes. Responsibilities include:

- Coaching Board members, volunteers, and others regarding organizational, administrative, and volunteer issues.
- Serving as Pet Safe Coalition administrator for emergency pet shelter set up after Hurricane Sandy with activities such as researching and contacting vendors (such as animal travel companies), tracking financial transactions, and serving as a communication link.
- Managing financial information for Board of Directors and pro-bono accountant by organizing and maintaining two checking accounts and PayPal using Quickbooks.
- Organizing and leading meetings.
- Liaising with potential new Board members.
- Creating and maintaining database of donors and volunteers using DonorPerfect software.
- Composing and sending out acknowledgement letters and other correspondence.

Development Director, Queens Theatre in the Park, Queens, NY, December 1999 – June 2006

- Created new Development Department at Queens Theatre in the Park.
- Successfully solicited grants from foundation, corporate, and government funders that totaled more than \$465,000. Worked collaboratively with the Executive Director, Board members, consultants, and the Development team to raise an additional \$6.4 million.
- Worked directly with the Board of Directors on orchestrating special events, coordinating meetings, and following up on leads and correspondence.
- Developed yearly plan for fundraising.
- Researched new funding sources and data for proposals.
- Wrote and edited grant and sponsorship proposals, reports, appeal letters, newsletters, and other documents.
- Generated budgets.
- Cultivated and nurtured relationships with current and future funders.
- Developed new programs, such as the International Movements Project.
- Tracked all aspects of Development Department, such as proposals and reports due, sponsor benefits, accounts receivables for special events, and other items.

- Supervised Development Associate, Development Assistant, interns and other staff.
- Utilized Raiser's Edge fundraising software on a daily basis.
- Organized and implemented mailings.

Grant Specialist and Staff Analyst, Department of Management and Budget at the Office of Queens Borough, President Claire Shulman, Queens, NY, February 1993-December 1999

- Provided technical assistance concerning fundraising to not-for-profit groups in Queens.
- Networked and advocated with grant-makers and government agencies on behalf of Queens not-for-profit organizations.
- Organized bus tours of Queens for foundation executives which brought thousands of dollars of private funding into the borough.
- Produced a newsletter concerning grant opportunities for Queens not-for-profits.
- Developed, organized, and implemented an internal system for processing contracts awarded by the Queens Borough president to not-for-profit organizations and for-profit vendors. Worked extensively with the New York City contracting process and RFPs.
- Planned and organized meetings, seminars, and hearings including Borough President budget hearings and conferences on fundraising attended by Queens not-for-profit organizations.
- Conceptualized, designed, and implemented research and policy projects.
- Investigated and reported on issues affecting the residents of Queens.
- Made recommendations regarding public policy affecting the Borough of Queens.
- Compiled, analyzed, and interpreted data for budget and policy projects.
- Wrote and edited briefings, correspondence, analyses of issues, and other pieces.
- Supervised high school- and college-level interns regarding all aspects of their internships.
- Extensive knowledge of graphics, word processing, page layout, spreadsheet, database, and other software, as well as the Internet, on the IBM/PC computer.

## **OTHER PROFESSIONAL EXPERIENCE**

Computer Artist, Electronic Publishing Center, New York, NY; Computer Artist (Freelance), Queens, NY; Instructor, School of Visual Arts, New York, NY; Computer Animator, Production Manager, Senior Computer Operator, Assistant Producer, and Office Manager, Rosebush Visions Corp.

## **SPEAKING EXPERIENCE**

Various presentations for One Earth Conservation and the Climate Reality Project; Achieved Toastmasters Competent Communicator Status (CTM); E-Giving seminar: Grant Writing Tips; Unitarian Universalist Congregation at Shelter Rock: Religious Education Teacher Training/Using Nature in the Curriculum; The Climate Crisis: The Science and Reasons for Hope; New York Fundraising Summits: Proposal Writing, Introduction to Grant Writing; Center for the Women of New York: Introduction to Grant Writing

## **PRESENT AND PAST COMMUNITY SERVICE**

Volunteer, Earth Regenerators; Co-Chair, Climate Justice Task Force, Unitarian Universalist Congregation at Shelter Rock; Climate Leader/Member of Metro NYC Chapter Leadership Team, Climate Reality Project, trained under former Vice President Al Gore; Co-Facilitator, Caring for the Caregiver support group; Pro Bono Grant Writer, Pet Safe Coalition, One Earth Conservation; Co-Chair, Gotham Green Group, Gotham City Networking; Volunteer Chairperson, New York City Sierra Club, Endangered Species Committee; Dancer, Mystical Motion Dancers, volunteer dance troupe; Education Volunteer (Docent), Friends of the Zoo, Bronx Zoo; Singer (Alto), Choir, Unitarian Universalist Congregation at Shelter Rock.

## **EDUCATION**

Colorado State University, Master of Science, Zoology; State University of NY at Stony Brook, Bachelor of Science, Biology; Parsons School of Design, Associate in Applied Science, Illustration