

ANNE ANDERSON LEE

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EXECUTIVE SUMMARY

Dedicated, collaborative, entrepreneurial, and passionate educational nonprofit leader and fundraiser committed to educational equity and serving historically underserved communities, with nearly 20 years of experience forming and leading high-performing teams and creating and leading high-stakes education, advocacy, and fundraising initiatives, including founding, opening, and leading a local Title I public school serving a highly diverse, high-needs student body, and leading fundraising for multiple LA-based education nonprofits

PROFESSIONAL EXPERIENCE

BOYS AND GIRLS CLUB OF PASADENA

Vice President of Development

Pasadena, CA

Aug. 2021-Present

Director of Development

Feb. 2020-Aug. 2021

- Direct all aspects of fundraising, donor relations, and grants management for \$3+ million nonprofit after-school provider
- Serve on Leadership Team and key staff member in the creation of organizational goals and plans
- Develop and execute strategic fundraising plans to ensure organization is continuously and creatively pursuing funding to ensure fiscal stability
- Supervise Development Manager, Philanthropy Officer, Grant Writer, Community Engagement and Volunteer Coordinator, and Alumni Coordinator: provide regular feedback on progress toward goals and work performance; identify training opportunities; ensured work completed at highest level of proficiency
- Develop and execute solicitation and appeal campaigns, including peer-to-peer campaigns and seasonal appeals through mailings, email, and social media.
- Establish, cultivate and steward relationships with foundation program officers and individual donors
- Prepare grant proposals to foundations and associated documentation; develop grant budgets
- Direct all reporting for multiple foundation and corporate grants

ALMA FUERTE PUBLIC SCHOOL

Co-Founder

Director of Operations

Altadena, CA

2014-Present

2017-2019 (2.5 years)

- Founded and led TK-8 elementary public school in Altadena, including securing authorization from county to operate; raising over \$1 million in federal, state, and private funding; securing school facilities; hiring all founding teachers and staff; and building board of directors
- Served as school's Director of Operations, responsible for parent engagement and student recruitment; fundraising and financial matters; facilities and technology management; human resources; compliance and reporting; and managing relationships with board, charter authorizer, parents, and other community stakeholders
- Managed annual school budget of over \$1 million, in compliance with highly regimented federal and state accounting and reporting requirements
- Supervised school staff of 14, including teachers, associate teachers, office manager, and enrichment teachers, including hiring, on-boarding and conducting performance reviews

- Developed procedures and oversaw logistics related to school-wide activities, including after-school programs, field trips, assemblies, and family events
- Led and managed all events and volunteer programs in support of school, including over 50 parent volunteers
- Led schoolwide efforts to assess and improve quality of educational programs in a data-driven manner, including developing protocols for student assessments and conducting schoolwide surveys of parents and other school community members
- Established and oversaw all school partnerships with external organizations and service providers to ensure partnerships met needs of school community and were approved by board where necessary
- Led team-building and professional development initiatives for teachers and staff
- Led and managed all school marketing initiatives and student recruiting efforts, including social media management, print and online marketing, development of marketing collateral, and hosting tours and open houses

AFTER-SCHOOL ALL-STARS

Los Angeles, CA

VP of Institutional Giving; VP of Development

2015- 2016 (15 months)

- Directed institutional fundraising and grants management for \$8 million nonprofit after-school provider, comprised of national network office and regional chapters across the nation
- Supervised network of national and chapter fundraising staff members, to ensure high quality and high volume fundraising production
- Researched, identified, and cultivated foundation prospects for local and national fundraising
- Established, cultivated and stewarded relationships with foundation program officers and individual donors
- Prepared grant proposals to foundations and associated documentation; developed budgets
- Directed all reporting for over 200 grants, including grants at federal and state levels, family, corporate, and community foundations, and United Way
- Supervised grants management staff, including grants administrators, grant writers, and database administrators
- Oversaw customization and daily use of ASAS' Salesforce instance, in order to monitor grant timelines, record moves management and organizational fundraising progress across revenue verticals, and more

NONPROFIT MANAGEMENT CONSULTING

Pasadena, CA

2014-2015

- Led special projects and campaigns in support of education nonprofits' strategic priorities to advance education-related policies, involving advocacy efforts, strategic communications, crisis management, legal research, and hiring and managing campaign teams
- Writing and conducting research for grant proposals for educational organizations
- Advised nonprofit clients on strategic planning, governance, operational and corporate matters
- Supported charter schools in charter petition development and drafting; advised charter school clients on matters related to start-up and charter renewal

PARENT REVOLUTION

Los Angeles, CA

Director of Development

2013-2014 (15 months)

- Directed all aspects of fundraising, donor relations, and grants management for \$5 million education nonprofit
- Served on Leadership Team and key staff member in the creation of Parent Revolution's organizational goals and strategic plans

- Developed and executed short-term and long-term strategic fundraising plans to ensure organization is continuously and creatively pursuing funding to ensure fiscal stability
- Supervised Development Manager: provided regular feedback on progress toward goals and work performance; identified training opportunities; ensured work completed at highest level of proficiency
- Researched and cultivated individual and foundation prospects for local and national fundraising
- Prepared grant proposals to foundations and associated documentation; developed grant budgets
- Directed all reporting for multiple multi-million dollar grants; developed system for tracking progress toward grant metrics across teams
- Designed and distributed promotional materials and other strategic communications to current and prospective funders
- Successfully negotiated performance and impact measures with major funders
- Served as staff liaison with Board of Directors; prepared Board reports; communicated with Board regarding organizational developments; identified and cultivated prospects for future Board membership; developed Board committee charters and organizational succession plan

CALIFORNIA CHARTER SCHOOLS ASSOCIATION (CCSA)

Los Angeles, CA

Senior Legal Counsel

2007-2013

- Served as in-house legal counsel to advocacy and resource nonprofit serving over 600 member charter schools, performing dual roles as general counsel and advocate for CCSA's legal and political strategies
- Advised on CCSA's corporate governance, employment matters, corporate structure, strategic partnerships, and tax compliance matters; reviewed and negotiated contracts; managed outside legal counsel
- Led several Knowledge Management initiatives through assembling and directing cross-team working groups to develop resources for charter school members on various legal and operational topics.
- Reported on, and drafted proposals for, multi-million dollar grants for CCSA legal advocacy activities; developed and managed project budgets.
- Directed internal policy development for CCSA staff and delivered staff trainings on policies and procedures.
- Directed programs for CCSA member schools, including programs connecting member charter schools with pro bono legal support and training programs on governance and facilities issues
- Collaborated on and negotiated policies, procedures and agreements with school districts and other educational agencies, including participating in working groups with LAUSD staff
- Created and implemented performance metrics for assessing individual and team progress toward fulfillment of CCSA mission and strategic plan
- Developed, implemented, and advised on legal and political advocacy strategies regarding issues facing new and existing charter schools, in close collaboration with other CCSA teams; assembled and led teams to support key CCSA projects and initiatives
- Prepared board reports, member communications, and press releases

FOLEY & LARDNER

San Diego, CA

Special Counsel

2002-2005

- Advised nonprofit corporations regarding corporate organizational matters and tax issues.
- Advised schools, educational agencies, public agencies, and nonprofits regarding compliance with public agency and nonprofit governance laws
- Counseled clients on issues including procurement and contracting, public records and open meetings, conflict of interest laws, public finance, land use and real property.

EDUCATION

UNIVERSITY OF SAN DIEGO SCHOOL OF LAW*J.D., Cum Laude*

Honors in Legal Writing Class

Phi Delta Phi - Legal Honor Fraternity

San Diego, CA

December 2000

1997-1998

1998-2000

UNIVERSITY OF NOTRE DAME*Bachelor of Arts, Magna Cum Laude, Government and International Studies**Concentration in the Hesburgh Program in Public Service*

Dean's List

Notre Dame Club of Los Angeles Scholarships

Notre Dame, IN

December 1996

1993-1996

1993-1996

**SELECTED PRESENTATIONS AND
PUBLICATIONS**

Author of multiple publications regarding nonprofit governance and school operations, available upon request

SELECTED MEMBERSHIPS AND ACTIVITIES

State Bar of California, Admitted 2001 (current)

Leadership Pasadena, Class of 2020

Board Member – Alma Fuerte Public School (current)

Board Member – Leadership Pasadena (previous)

Board Co-Chair; Finance Committee Member – Renaissance Arts Academy Charter School (previous)

Founding Board Member - Keiller Leadership Academy Charter School, San Diego (previous)

Board Member; Chair of Development Committee - Assumption School, Pasadena (previous)

Girls on the Run Coaching Staff (previous)

SELECTED INTERESTS

Distance running; hiking; singing (karaoke!); travel; leading daughters' Girl Scout troops