

JENNIFER AHERN LAMMERS

13 Cazenove Street, Boston, MA 02116

cell (917) 449-6847 ♦ home (617) 482-2055 ♦ jlammers@philanthropyhub.org

QUALIFICATION SUMMARY

- Excellent communicator; experienced presenter, trainer, meeting facilitator and spokesperson
- An expert on not-for-profit sector, not-for-profit accountability, and informed giving
- Experienced, entrepreneurial manager with proven record in program design, financial management, public relations, fundraising/ development, staff recruitment and training

PROFESSIONAL EXPERIENCE

THE PHILANTHROPY HUB, BOSTON, MA

May 2002- Present

The Philanthropy Hub is an independent consulting practice, through which I provide management consulting, visibility and brand recognition support, executive coaching, training creation and delivery, and donor advisory services.

PARENT, MCGLAUGHLIN & NAGEL, BOSTON, MA

Dec. 2007 – Present

- Developed launch time line and marketing strategy to bring Certified Nonprofit Accounting Professional (CNAP) to the greater Boston area
- Serve as primary trainer for all CNAP offerings in MA
- Work with PMN accountants to update materials as needed to ensure that CNAP trainings remain timely, relevant to MA based not-for-profits.

MASS MENTORING PARTNERSHIP, BOSTON, MA

April 2007 – Oct. 2009

- Serve as “as needed” resource for organizational development, strategic planning, and fiscal training development
- Conduct a review of fiscal documents with the goal of providing suggestions for improvement in fiscal communication
- Co-Create fiscal trainings for MMP membership on topics such as budgeting, grant management, and fiscal communication

SCIENCE COMMONS, BOSTON, MA

July 2007 – Dec. 2008

- Serve as “as needed” resource for grant negotiation, budget development and strategic planning
- Developed a strategy for introducing Science Common to major funders of scientific research, including identifying target users and potential funders of Science Commons
- Assisted in the development of an accessible “public image” of Science Commons through the editing of website, promotional pieces, press releases, and grant materials
- Conducted a review of fiscal documents with the goal of providing suggestions for improvement in fiscal management and communication

THE NEW YORK REGIONAL ASSOCIATION OF GRANTMAKERS, NYC, NEW YORK

Aug 2007 – Nov. 2008

- Consulted with new President on various elements of nonprofit management, including strategic planning, fiscal management, marketing, member relations, and program development
- Drafted speeches and other communications for President on vision for the first six months of her term

THE INSTITUTE FOR INTERNATIONAL EDUCATION, INC. WASHINGTON DC

JUNE 2008

- Conducted and presented and complete Accountability Assessment of the organization’s financial communication documents and internet presence
- Documents and sources reviewed included IRS Form 990, Audited Financial Statements, Watchdog reports, Guidestar page, organization’s own website

(Clients Prior to 2007 listed on Page 4)

The Better Business Bureau serving Metropolitan New York, New York, New York

Vice President

June 1998-May 2002

PROGRAMMATIC RESPONSIBILITIES

- Director of the New York Philanthropic Advisory Service (NYPAS), one of the country's largest charity watchdogs
- Responsible for review of financial statements and solicitation materials of charitable organizations to determine compliance with the BBB's standards
- Oversaw production of publicly available charity reports on over 1000 organizations, the annual *Giving Guide* magazine, a biannual newsletter, periodic subject alerts, and NYPAS website
- Increased publication distribution from 2000 individuals and organizations to over 6000 in two years
- Proposed and executed plan to make NYPAS a state-wide program, more than doubling program size
- Conceived and managed the National September 11th Charity Database, containing information on over 500 organizations responding or raising money in the name of September 11th victims
- Organized seminars and conferences on a variety of not-for-profit management issues
- Featured guest speaker/lecturer at universities and conferences, regularly interviewed on charity issues for television, radio and print media

ADMINISTRATIVE & DEVELOPMENT RESPONSIBILITIES

- Administrative Director for the Education and Research Foundation, a 501(c)3 that operates cooperatively with the BBB and funds NYPAS and other BBB educational programs
- Secured corporate sponsorship of major publications and raised general support for NYPAS program
- Produced bilingual (English/Spanish) publication, sponsored by HSBC, on fair lending practices and home ownership
- Developed, secured funding for and managed internship program for high school, college and graduate school students interested in public service, ethics, and corporate responsibility
- Served as liaison between Foundation Board and staff, assisting in both recruitment and board training
- Proposed and managed Foundation and NYPAS budgets and assisted in preparation of annual audit and IRS form 990
- Recruited and managed all Foundation staff, including charity analysts, administrative associates and all interns

J.P. Morgan & Co. Incorporated, New York, New York

Legal Assistant, Corporate Functions

April 1996-June 1998

- Drafted and assisted in the implementation of policies and compliance procedures for a variety of trade and banking regulations
- Managed responses to legal inquiries including subpoenas, summons, and regulatory agency requests

Hunton & Williams, New York, New York

Legal Assistant, Corporate and Government Affairs

Jan.1995-April 1996

- Reviewed political contributions and lobbying activities of Fortune 50 company to ensure legal compliance
- Conducted, analyzed and presented research on specific statutes as drafted in each of the fifty states

Bruce Cameron & Associates, Washington, DC

Lobbyist Assistant/Office Manager

Aug. 1994-Jan. 1995

- Lobbied members of Congress on behalf of the Government of Mozambique and the Maubre Resistance of East Timor
- Managed financial accounts, including all payables and receivables

EDUCATION

New York University, Robert F. Wagner Graduate School of Public Service

Masters of Public Administration

May 2000

- Dual Concentration in Finance and Policy
- Course work in accounting/financial management, economics, program evaluation, public finance and statistics
- Capstone Research Paper: *The Impact of Applicant Race on Mortgage Application Approvals in NYC's Outer Boroughs*

University of Chicago

Bachelors of Arts

June 1994

- Major Concentration: African History; Minor Concentration: International Relations History
- Course work in anthropology, economics, organizational theory, and political science
- Thesis: *The Effects of Competing Global Economic Theories on Post Colonial Zambia*

Academic Honors

- Robert F. Wagner Graduate School of Public Service Academic Scholarship (1998 – 2000)
- Departmental & General Honors, University of Chicago (1994)
- Dean's List, University of Chicago (1991-1994)
- Richter Grant for Independent Undergraduate Research (1993)
- Truman Scholar State Finalist (1993)
- Macarthur Foundation Grant for Independent Undergraduate Research (1992)

COMMUNITY INVOLVEMENT

Spruce Street Nursery School: Board Member & Audit Liaison (2009 – Present); Chair, Spruce Street Gives Back Committee

The University of Chicago Alumni Club: Boston area Career & Networking Committee Chair (2009-Present); NYC Intern Career Event Coordinator (2000-2002)

Alliance for Nonprofit Management: Member (2003-Present); Conference Speaker (2000, 2005, 2006)

Junior League: Member (2001-2005) Training Committee (2001-2003); Special Events Committee (2001-2002)

Governance Matters: Founding Member (1999 – Present); Vice President, Leadership Council (1999-2002)

SELECT PUBLICATIONS AND PRINT MATERIALS

Disaster Relief: Applying the Lessons Learned, The Philanthropy Hub, 2005

Financial Review Basics for Grant Makers, presented first to the New York Women's Foundation, 2004

The New Face of Nonprofit Accountability, with Hilda Polanco, 2004

An Analysis of Survey Response Information about Funds Raised and Services Provided by 9-11 Related Charities, The Metro New York Better Business Bureau, with Luana Lewis, 2003

"Know Your Ratios? Everyone Else Does!" Third Sector New England, Spring 2003

ADDITIONAL CONSULTING CLIENTS

THE BETTER BUSINESS BUREAU CENTER FOR CONSUMER TRUST, NYC, NEW YORK *Dec. 2006 – July 2007*

- Advise President on structural and programmatic considerations for newly formed research and educational institute supporting the BBB system
- Developed proposal for major training initiative to promote ethical practices at national charities

ETHICS OFFICER ASSOCIATION, WALTHAM, MA *June 2005- July 2007*

- Provided executive coaching to newly named President, with specific focus on board development and communication, staff retention and promotion, strategic planning, association networking and member communications.
- Developed concept and proposal for major training initiative to promote ethical practices at national charities in conjunction with the The Better Business Bureau and a national association of charity executives.

FISCAL MANAGEMENT ASSOCIATES, LLP, NYC, NEW YORK *Jan. 2003- Dec. 2006*

- Advised senior management on strategic marketing and networking opportunities designed to increase FMA's visibility and reputation as a leading provider of services and training for nonprofits
- Served as Lead Trainer, creating and delivering trainings on a variety of nonprofit financial and management topics, including board responsibilities, accountability, internal controls, and effective financial communication
- Developed white papers and learning tools for distribution to clients and on FMA's website on a variety of nonprofit management issues, including a widely distributed Accountability Check List

PFW GROUP, MINNEAPOLIS, MN

Dec.2005- Dec. 2006

CITY WIDE GROUNDWATER EMERGENCY TASK FORCE, BOSTON

July 2004 – Aug. 2005

BIG BROTHERS BIG SISTERS OF GALLATIN COUNTY, MT

Aug. 2004 – April 2005

GOODWILL INDUSTRIES OF GREATER NEW YORK & NORTHERN NEW JERSEY

Jan. 2002 – March 2003

THE NEW YORK REGIONAL ASSOCIATION OF GRANTMAKERS, NYC, NEW YORK

May 2002 – Nov. 2002