ANNALEE VAN KLEECK
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Summary: A creative strategist and technology management consultant (specializing in fundraising systems) with 30 years of experience in the nonprofit sector. Adept at working with clients of all sizes and staff at all levels. Skilled in all phases of database design, selection, management, implementation, training, reporting and project management. An expert ombudsman and a dedicated educator who empowers staff members to excel.

WORK EXPERIENCE

LYRIC SYSTEMS, LLC   *TECHNOLOGY MANAGEMENT CONSULTANT (PRESIDENT & FOUNDER)*   **1999 - Today**

Providing nonprofits with the strategic guidance, education and insight to build a stable foundation from which they can pursue their mission. Some of my accomplishments in the past 16 years:

- Strategized and implemented a Drupal/CiviCRM website solution for Women in Development, NY (from Blackbaud's Kintera Sphere)
- Acted as interim database manager for the New York Public Library's fundraising systems implementation.
- Established the fundraising operations at Sesame Workshop.

Clients include: AFP, The Greater NY Chapter; American Jewish Joint Distribution Committee (JDC), B'nai Jeshurun; Brooklyn Botanic Garden; Episcopal Relief & Development; The Graduate Center, City University of New York; Hyacinth AIDS Foundation; New Jersey Performing Arts Center; New York Public Library; Paley Center for Media (formerly the Museum of Television & Radio); Planned Parenthood Federation of America, Inc.; Sesame Workshop; Storm King Art Center, Thirteen/WNET and Union for Reform Judaism.

ACCESS INTERNATIONAL, INC.   *SENIOR PROJECT MANAGER*   **1998 - 1999**

Provided fundraising systems consulting services to non-profit clients.

- Implemented a new fundraising system and developed a reporting application for The Anti-Defamation League (ADL).
- Assessed the business needs and created a project plan for a new systems implementation for Memorial Sloan-Kettering Cancer Center.

NEW YORK UNIVERSITY MEDICAL CENTER   *ASSOCIATE DIRECTOR OF DATABASE MARKETING*   **1994 - 1998**

Served a 20-person Development team responsible for raising $45M from 12,000 donors.

- Completed JCA's conversion of NYUMC's donor database to Fundmaster.
- Administered 3-person staff and all aspects of the fundraising systems department.
- Chaired a team of key NYU departments to re-engineer gift and acknowledgment processes throughout New York University.

PLANNED PARENTHOOD FEDERATION OF AMERICA, INC.   *MANAGER OF SYSTEMS SUPPORT*   **1992 - 1994**

Served a 20-person Development team responsible for raising $20M from 1.5M donors.

- Executed a (1M+ donors, 4M+ gifts) donor database conversion from a mainframe to an outside service bureau.
- Managed 6-person staff responsible for high-dollar gift and acknowledgment processing, solicitations, fulfillment reports, database and central donor file maintenance.
- Designed a system component to enable accurate Fundraising & Finance reconciliation.
- Wrote a database application to manage the invoicing & expense budget for the fundraising system.
- Cross-trained business and technical users in Fundraising, Marketing, Finance, Internal Audit and Information Systems departments.

THIRTEEN/WNET	*ASSOCIATE DIRECTOR OF DEVELOPMENT SYSTEMS*	
	MANAGER OF DEVELOPMENT SYSTEMS	**1988 - 1992**
	ADMINISTRATIVE ASSISTANT, CAPITAL CAMPAIGN	

Served a 50-person Membership & Development team responsible for raising $28M from 350,000 donors.

- Administered the fundraising systems operations at Thirteen/WNET.
- Managed resources of THIRTEEN, Coopers & Lybrand and multiple vendors on a project to define the requirements of a new fundraising management system.
- Negotiated with outside agencies, vendors and consultants.
- Developed & implemented key policies/procedures to monitor revenue flow, fundraising/general ledger data reconciliation and database integrity.

NEW YORK SOCIETY FOR THE DEAF	*ASSISTANT TO THE DIRECTOR OF OPERATIONS*	**1987 - 1988**

Served as the sign language class registrar and provided administrative support to the Director.

- Created a database application which enabled all staff members to easily register sign language students.
- Created a Dragon Systems voice-driven solution to facilitate client intake management.

PROFESSIONAL ACTIVITIES & MEMBERSHIPS

ASSOCIATION OF FUNDRAISING PROFESSIONALS (AFP)
- Co-Vice Chair, Program, Fundraising Day in NY, 2008 & 2009
- Co-Chair, Technology Track, Fundraising Day in NY, 2006 & 2007
- Member & Speaker

WOMEN IN DEVELOPMENT, NEW YORK (WIDNY) - Ex-Officio Board Member and Technology Chair

AMERICAN SOCIETY OF COMPOSERS & PUBLISHERS (ASCAP) - Writer Member

EDUCATION

BARD COLLEGE   Bachelor of Arts in Drama

GALLAUDET COLLEGE   American Sign Language Pilot Program

(1 of 11 participants in an experimental program to teach hearing people sign language as a deaf child would learn.)

SKILLS

FUNDRAISING SOFTWARE: CiviCRM , Convio Luminate Online, CSCI Fundraising System (AS/400 Environment), Enterprise/CS, DonorPerfect Online, Explorer Systems, Fundmaster, Get Active, Giftworks, Kintera, MemberTies, Paradigm, PIDI (Public Interest Data, Inc.), Raiser's Edge 6 & 7, Sage FR50 and Team Approach

ADDITIONAL SOFTWARE: Access, Aperture, Crystal Reports, Drupal, dBase, HTML, Lightroom, Paradox, Photoshop, Quickbooks, Smartdraw, SQL, Visio, Powerpoint

ADDITIONAL SKILLS: Photography, American Sign Language (ASL), production stage management, singing, songwriting, guitar and piano.