

MELLISSIA “MEL” ZANJANI

EDUCATION

PhD, Adult Higher Education emphasizing Community College Leadership, Oregon State University, Corvallis, OR. Anticipated Completion Date: June 2010

Dissertation Topic: *Understanding and Enhancing Conflict Management Competence in Community College Presidents*

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| MS, Human Resource Development, Towson University, Towson, MD | May 1992 |
| BA, Political Psychology, Chatham College, Pittsburgh, PA | May 1990 |
| CFRE, Certified Fundraising Executive, Association-Fundraising Professionals | 2000 |

PROFESSIONAL EXPERIENCE

TACOMA COMMUNITY COLLEGE, Tacoma, WA **2003 – present**

Vice President of Institutional Advancement and Foundation Executive Director

Tacoma Community College is a comprehensive community college serving 15,000 diverse students and community members with an operating budget of \$32M.

Responsibilities: Establish and lead strategic direction and tactical implementation of programs in support of fundraising, public and government relations. Inform, cooperate and engage faculty, administration, staff, and students in fundraising efforts and progress. Serve as the executive director of the TCC Foundation. Lead directors of seven departments and 18 support and professional staff which include development and alumni relations, grants and sponsored projects, marketing, public relations, communications, outreach and recruiting, foundation finance and accounting, community and government relations, and operations and administration. Manage a prospect and donor portfolio of individuals with capability of donating \$25,000 or more. Review and submit Governmental accounting standard board (GASB) and financial accounting standards board (FASB) compliant reports to College and Foundation presidents. Oversee \$4.2M college unit budget and \$1.5M for TCC Foundation budget with \$5.9M in assets.

Accomplishments: Reorganized and restructured each department's activities, staffing, financial processes, reporting, and board management to gain optimal benefit for the college and foundation. Select specifics included are:

- Successfully led \$9.4M capital and endowment campaign
- Increased and mentored staff capabilities from nine to 25 team members
- Quadrupled board giving and increased average gift size from \$2,500 to \$10,000
- Successfully launched first community magazine and annual report in 40 years of history to the community and local businesses
- Worked with editor and reporter to secure front page media coverage for three events
- Initiated 24/7, contracted call center to respond to calls about the college
- Won several publication and web awards from National Council for Marketing, and Public Relations
- Led effort to secure two National Science Foundation grants totaling \$1M each
- Collaborated on organized effort to secure two visits to campus by Washington state governor

HARFORD COMMUNITY COLLEGE, Bel Air, MD**1998 – 2003****Director for Development and Alumni Relations**

Harford Community College is a comprehensive community college serving 8,000 students in credit courses, and 15,000 students in noncredit courses with an operating budget of \$44M.

Responsibilities: Directed a comprehensive development and alumni relations office including stewardship and cultivation for annual, major and planned giving programs. Led office activities including staff management and development, and budgeting. Presented donor seminars and campus tours for planned giving programs. Coordinated committee activities for foundation board including membership, executive, financial resources and development. Wrote and submitted grant proposals to corporations and foundations. Administered and promoted campus wide scholarships and grants in excess of \$250,000 annually. Generated prospect moves for major/capital asks for the Vice President and President. Planned and implemented short and long term goals with on-going evaluation to ensure uniformity with institutional vision, mission and objectives. Conceptualized and designed publication resources for all fundraising activities, including web and print-based materials. Produced comprehensive procedural guidelines to coordinate campus employees and student groups in fundraising efforts. Generated donor and gift campaign reports that were FASB and GASB compliant.

Accomplishments: Raised matching, planned and endowment funds totaling \$6M. Created annual fund campaign initiative. Expanded alumni and friends association. Select specifics included were:

- Raised \$1.5M from state matching and private funds support for a total of \$3M
- Identified and cultivated a \$1 Million unrestricted endowment gift
- Identified and re-engaged two delicate planned gifts in the amount of \$1M each
- Created and launched first ever college wide alumni brick walkway campaign
- Tripled board giving and increased average gift from \$250/year to \$2500/year

AMERICAN LUNG ASSOCIATION OF NEW JERSEY, Fairfield, NJ**1993 – 1998****Regional Program Director**

American Lung Association of New Jersey is an independent 501 C-3 organization dedicated to the prevention and elimination of lung disease serving four million residents of the community with an operating budget of \$9M.

Responsibilities: Directed all program and community outreach activities including school, workplace, and business and corporate constituencies. Conceptualized and organized public relations campaigns for lung health programs in area hospitals, health departments, schools, religious centers, businesses, and organizations. Identified new donor bases and organized initiatives to solicit funding. Prepared and secured grant funds from businesses, corporations, and foundations. Collaborated with association staff members to ensure all campaign materials were consistent with overall mission, vision and goals of the association. Generated financial and programmatic reports for the Board President and Managing Director.

Accomplishments: Created institutional processes and policies for significant emphasis on raising funds and friends while increasing number of lung health programs. Select specifics included were:

- Increased board of directors from 9 to 28 contributing members representing eight counties
- Increased volunteer base from 10 to over 50 fundraising ambassadors for the association
- Increased number of lung health programs from 4 to 35 per year; an increase of 9%
- Fundraised revenue through public and private grants, special events/activities, and individual contributions of more than \$250,000 annual revenue to fund regional programs.

TOWSON UNIVERSITY, Towson, MD
Program Director

1991 –1993

Towson University is the largest comprehensive university in the Baltimore, Maryland area serving 20,000 students enrolled in undergraduate and graduate programs. There are 63 undergraduate majors, 38 masters' programs, and four doctoral programs with an operating budget of \$270M.

Responsibilities: Directed all activities of the African-American Cultural Center by ensuring program integrity in conjunction with the Diversity Office. Prepared and defended annual budget of \$350,000. Supervised three employees and five student assistants. Counseled and advised current and prospective students and parents individually and in group session related to their academic plans, degree attainment, future career goals and finances. Served as liaison with local high schools, community colleges, and local not-for-profit groups. Maintain diversity as a core operating principle with student affairs to create a safe and respectful environment. Mentored student groups and clubs, including the Native American Society, International Student Organization, and Student Radio Show. Coordinated student efforts to produce the office publication of *Ebony Notes*.

Accomplishments: Expanded publications for students from one to three per year; increased the number of guest speakers from two to six African countries. Select specifics included were:

- Organized cultural and performing arts trips to local museums and art galleries for 100 students each semester.
- Conceptualized and organized first ever college wide international fair. Increased number of educational seminars for work-study students including goal planning, study skills, and functioning in a diverse workplace from three each semester to five.
- Created and developed orientation for students of color as part of the leadership team focusing on communication, academic success programming, advising, and registration.

CHATHAM COLLEGE, Pittsburgh, PA
Assistant Student Activities Coordinator

1987 –1990

Chatham College is one of three distinct colleges at Chatham University offering baccalaureate degrees to women only. The other two colleges are the college for graduate studies, offering masters and doctoral degrees and teacher certification for both men and women, and the college for continuing and professional studies.

Responsibilities: Assisted the coordinator with organizing student life programs and activities for the Black student union, international club, student newspaper, and other student clubs. Coordinated annual budget hearings and appeals for student organizations.

Accomplishments: Restructured and increased communications of activities for student clubs and activities

- Successfully secured student government space, and increased funding for student activities
- Collaborated and implemented campus wide freshmen orientation experience

TEACHING EXPERIENCE, PRESENTATIONS AND GUEST LECTURER

Program Coordinator and Faculty CFRE Review Course , Washington, D.C

Volunteer Recruitment and Management

Board Recruitment and Diversity

Not for Profit Conference

Goal Planning, Study skills, Workplace Diversity

Hershey, PA

Union, NJ

Bel Air, MD

Towson, MD

PUBLICATIONS and RADIO BROADCASTS

"A Message to my multicultural siblings"

Radio Broadcast "Empowering Oneself while living with childhood asthma"

Ebony Notes, 1990

New Jersey, 1994

MEMBERSHIPS AND LEADERSHIP POSITIONS

Rotary 8, co-chair of oversight and governance committee

Council for Advancement and Support of Education

Council for Resource Development Regional Director

President of State Advancement Association

Association of Fundraising Professionals – Diversity Chair-AFP, NJ

National Council of Planned Giving

2007- present

2006 - present

2000-2002

2001-2003

1996-1998

1993-present

PROFESSIONAL DEVELOPMENT

American Association of Community Colleges,

Future Leaders Institute, Portland, Oregon

American Association of Community Colleges,

Thomas Lakin Institute, Dallas, Texas

Graduate, Tacoma/Pierce Leadership Academy,

Tacoma/Greater Pierce Chamber of Commerce, Tacoma, WA

Graduate, Harford Leadership Academy,

Harford Community College, Bel Air, MD

June 2006

October 2008

June 2004

June 2001

PROFESSIONAL ORGANIZATIONS

Association of Fundraising Professionals (AFP)

Council for Advancement and Support of Education (CASE)

American Association of Community College (AACC)

National Council for Marketing and Public Relations (NCMPR)

Northwest Development Officers Association (NDOA)

National Committee on Planned Giving (NCPG)