

ANNALEE VAN KLEECK
254 First Street
Hoboken, NJ 07030

201 951.8711 (Voice)
866 847.5222 (Fax)

annalee@lyricsystems.com
www.lyricsystems.com

Summary: A creative strategist and management re-engineer, with over 20 years of experience in the nonprofit sector adept at working with clients of all sizes and staff at all levels. An expert ombudsman and a dedicated educator who empowers staff members to excel.

WORK EXPERIENCE

LYRIC SYSTEMS, LLC *MANAGEMENT CONSULTANT (PRESIDENT & FOUNDER)* **1999 TO PRESENT**

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 12 years:

- Strategized and implemented a Drupal/CiviCRM website solution for Women in Development, NY (converted their website and database from Blackbaud's Kintera Sphere)
- Acted as interim director for the New York Public Library's fundraising systems implementation.
- Collaborated with key staff, vendors and consultants to establish the fundraising operations at Sesame Workshop.

Clients include: AFP, The Greater NY Chapter; Brooklyn Botanic Garden; 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 and Thirteen/WNET.

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.
- Interviewed senior-level Development staff of MEMORIAL SLOAN-KETTERING CANCER CENTER to assess their business needs and create a project plan for a new systems implementation.

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.

- Managed conversion of NYUMC's donor database to Fundmaster.
- Administered staff and all aspects of the fundraising operations department.
- Guided a team of key NYU departments to re-engineer central fundraising 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 conversion of PPFA's donor database to an outside service bureau (PIDI).

- Directed external vendors, consultants & internal staff in the operations of the fundraising department.
- Designed a system component to enable accurate Fundraising & Finance reconciliation.
- Cross-trained business and technical users in Fundraising, Marketing, Finance, Internal Audit and Information Systems departments.

THIRTEEN/WNET

ASSOCIATE DIRECTOR OF DEVELOPMENT SYSTEMS **1988 - 1992**
MANAGER OF DEVELOPMENT SYSTEMS

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

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

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

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