

David Eric Macek, MA

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PROFILE

- Creative, enthusiastic leader dedicated to the transformation of self, community, and the planet
- Skilled in building the necessary infrastructure for organizations and individual employees to thrive
- Dedicated and versatile nonprofit director able to connect the big picture with everyday actions

RELEVANT SKILLS

Leadership and Administration

- Multi-Year Strategic Planning
- Financial Management and Budgeting
- HR Management
- Board Relations
- Major Gifts Cultivation
- Capital Campaigns/Multi-Year Pledges
- Group Facilitation
- Program Development and Evaluation

Technical

- Accounting Software (QB Online)
- File Storage Mgt. (Dropbox for Business)
- Online Project/Task Mgt. (Asana)
- Database Mgt. (Salesforce for Nonprofits)
- Web Design (WordPress, HTML)
- Graphic Design (InDesign, Illustrator)
- Email/Online Marketing (All Platforms)
- Google Apps for Nonprofits

Personal

- Sustainability-Minded
- Culturally Responsive
- Non-Violent Communicator
- Deep Commitment to Life-Long Learning
- Mindfulness Practitioner/Yoga Teacher
- Balanced Masculine/Feminine

EXPERIENCE

PassageWorks Institute, 501c3 Non-Profit Organization, Boulder, CO

Director of Operations (formerly Director of Community Engagement), September 2013 – Present

- Implemented several new organization-wide systems and protocols to increase efficiency, clarity, and productivity including QuickBooks Online, Asana.com, email/file management, and client database
- Completed biannual staff evaluations using 360-degree feedback approach
- Oversaw payroll, staff benefits, insurance coverages, and state and federal regulatory compliance
- Shared leadership with Executive Director for annual strategic planning and board management
- Researched and piloted learning communities – ‘educational ecosystems’ that function as a holistic support and collaborative practice environments for school educators and administrators
- Created and managed \$624,000 budget; celebrated a 55% increase in revenue from 2013 to 2014
- Managed all communications initiatives including website, emails, social media, and press releases

davidemacek.com, Boulder, CO

Web Designer and Consultant, May 2012 – Present

- Provided relationship-based consult with clients to identify genuine needs and affordable solutions
- Designed engaging websites for mission-driven clients including nonprofits, artists, and authors
- Delivered integrated solutions for ecommerce, event management, donations, and community building

Thorne Nature Experience, 501c3 Non-Profit Organization, Boulder, CO

Project Manager - Boulder County Environmental Education Collaborative, September 2012 – May 2014

- Coordinated county-wide, school-based environmental education assessment of over 30 organizations and 109 schools with online data tracking software
- Designed training program and materials, led training sessions with leaders of partner organizations
- Led analysis of data and produced 20-page report card released to school districts and organizations

Nevei Kodesh Jewish Renewal Community, 501c3 Non-Profit Organization, Boulder, CO

High Holidays Event Coordinator, August 2012 – October 2015 (3 months per year)

- Managed four-day celebrations of Rosh Hashanah and Yom Kippur for attendance of 800 guests
- Organized 50 volunteers and hired staff for 40-hour event schedule held in 7 different venue rooms
- Coordinated with staff, board of directors, Rabbis and congregation for all event details

Ewam Garden of One Thousand Buddhas, 501c3 Non-Profit Organization, Arlee, MT

Volunteer and Communications Manager (plus other special tasks), March 2012 – August 2012

- Recruited, trained and managed skilled and non-skilled volunteers for \$1.4 million/20 acre project
- Streamlined volunteer application process with automated website and Facebook widgets
- Maintained two websites and all social media applications; created new marketing strategies
- Revised core documents including program descriptions, waiver forms, contracts, and tracking logs

Red Lotus Society, 501c3 Non-Profit Organization, San Diego, CA

Executive Director, April 2009 – August 2011

- Oversaw all facets – programming, operations, marketing, development, and projects
- Increased annual revenue over 200% and staff/volunteers from 10→100+ in two years
- Executed three-year renovation project of the 98-year old, 8,000 sq. ft. *Ideal Hotel* building in downtown San Diego into multicultural center with over 30 classes and events per week
- Welcomed esteemed teachers such as Roshi Joan Halifax, Noah Levine, and davidji
- Developed *Peace Master Certificate* program, a 52-hour curriculum fostering inner, communal and global peace through mindfulness, Non-Violent Communication, and religious/cultural education

Pilgrimage of the Heart and Corepower Yoga Studios, San Diego, CA

Program Developer and Yoga Instructor, December 2008 – December 2011

- Developed *Living Yoga* program, a 4-week course empowering students to integrate yoga with everyday life
- Managed retail desk and taught 5 classes per week to an average of 30 students
- Lectured on Meditation and Community Service for seasonal teacher training program
- Provided ongoing private lessons to paraplegic students

Insurance Company of the West (ICW) Group Insurance Services, San Diego, CA

Underwriting Analyst, November 2006 - February 2008

Underwriter Assistant, December 2004- October 2006

- Produced and managed over \$5,000,000 in Commercial Earthquake and Flood Insurance accounts
- Evaluated complex submissions for coverage by evaluating results of risk analysis (construction, occupancy, quality of soil, proximity to key faults, potential loss of income, etc.)
- Set goals and incentives for clients; monitored performance and adjusted value-added services
- Researched changes in the marketplace and helped create new marketing campaigns

EDUCATION

Naropa University

Masters of Environmental Leadership

Stonehill College

Bachelor of Arts

Major: Mathematics; Minor: Economics

San Diego State University

Masters of Public Health, Health Promotions

*Completed One Year of Study (GPA: 3.97)

Insurance Institute of America

General Degree of Insurance