

Anne J. Reiter

Connect! Consulting

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**Experience
Summary**

- Experienced nonprofit leader and administrator.
- Expert grant researcher, proposal writer, and manager.
- Specialize in grant accounting and operationalizing strategic plans.
- Presented thesis at 9th US/Japan Conference on Solid Waste Management in Tokyo.

**Professional
Experience**

Self-employed – Connect! Consulting, Belgrade, ME

*9/2016 to
Present*

- Work with small to medium nonprofits and municipalities.
- Provide grant research, proposal writing, and grants management services.
- Perform “grant scans” to develop customized annual grants calendar.
- Write wide range of grant proposals to private and corporate foundations, state and federal government agencies.
- Grant awards range from \$2,500 Maine Community Foundation Capacity Building Grant to \$990,000 Community Development Block Grant.
- Cultivate relationships on behalf of clients with funders.
- Provide contract staffing: Interim Executive Director, Financial Administrator.

Associate Executive Director, Mahaosuc Land Trust, Bethel, ME

*11/2015 to
8/2016*

- Developed strong grant funding program for operations, projects, and general programming.
- Developed and implemented projects to meet Strategic Plan goals.
- Obtained grant funding for and managed project to establish a youth environmental education program.
- Assisted with print, electronic, social media communications.

Operations Director – Kennebec Estuary Land Trust, Bath, ME

*6/2007 to
10/2015*

- Developed project plans and wrote grant proposals for capacity building, operations, and project funding in support of strategic plan implementation.
- Created, managed, and tracked membership campaigns. Managed Salesforce, a web-based CRM database. Produced donor acknowledgements. Provided fundraising reports and analysis for Executive Director and board committees.
- Coordinated bookkeeping, IT services and employee benefits program.

Lead Analyst – Compliance – Central Maine Power, Augusta, ME

*1/2006 to
6/2007*

- Assessed compliance with environmental, health, and safety (EHS) regulations through auditing.
- Wrote and presented annual environmental training for field employees.

	Staff Associate (Senior Manager) – Biogen Idec, Inc., Cambridge, MA <ul style="list-style-type: none"> Facilitated staff collaboration at four US and one international facilities. Provided EHS training through traditional lectures, hands-on workshops, and online programs targeting audience needs and learning styles. Implemented change management strategies during merger. Managed three direct reports. 	1/2002 to 1/2006
	EHS Manager/Coordinator – Medical Area Total Energy Plant, Boston, MA <ul style="list-style-type: none"> Led cross-functional teams tasked with innovating plant processes. Selected economically and technically feasible projects to improve safety, minimize chemical use and waste. Managed accident investigations, safety records and OSHA 200 Log. Created, tracked and managed \$300k EHS Department budget. 	6/1992 to 12/2001
Education	Post Baccalaureate of Science in Business Administration - Accounting – Umaine Augusta, Augusta, ME	5/2019 - Present
	Certificate, Nonprofit Organization Management – UMaine, Hutchinson Center, Belfast, ME	2009
	M.S., Environmental Health – Tufts University, Medford, MA Thesis: <i>Hazardous Waste Generation in the US and Japan.</i>	1992
	B.S., Environmental Science and Biology - Bowling Green State University, Bowling Green, OH	1985
Community Service	Manchester Conservation Commission, Manchester, ME <ul style="list-style-type: none"> Cultivated relationships with local conservation organizations. Wrote and managed outdoor recreation grants. Past Secretary 	7/2009 to 8/2019
	Unitarian Universalist Community Church, Augusta, ME <ul style="list-style-type: none"> Invested Funds Committee Member Finance Committee Chair Stewardship Committee Co-Chair Chair of Ministerial Search Committee 	9/2008 to 6/2018
Professional Development	Grant Writing Marketing the Non Profit Fundraising 101 Financial Management in the Non-Profit QuickBooks for the Non Profit Change Management Performance Coaching and Management Situational Leadership	Volunteer Management Developing, Leading and Coaching Teams Successful Project Management Skills Microsoft Office applications Certified Hazardous Materials Manager Toxics Use Reduction Planner Safety for Supervisors Wastewater Treatment Operator Grade IV