

Katherine M. Harr

1206 Allston Way, Berkeley CA 94702
mobile (415) 305-4558 email katherine.harr@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

- Successful fundraising: grants, events, appeals.
- Experience supervising staff and volunteers.
- Thorough knowledge of Bay Area communities.
- Experience working with persons in a housing crisis.

REPRESENTATIVE ACCOMPLISHMENTS AND EXPERIENCE

Nonprofit Work: Contract compliance, quarterly reports to funders. Developed program policies and procedures. Maintained program documentation. Budget oversight and spending monitoring of subcontractors. Researched grant opportunities, wrote grants and fellowship applications. Coordinated outreach to existing and potential donors. Oversaw composition, design and build of website. Conducted client intake interviews. Counseled clients on the eviction process and their rights as tenants. Organized staff training opportunities. Human resources, insurance, basic bookkeeping, payroll, facilities.

Communications Skills: Extensive experience researching, writing, and editing grant applications, reports to funders, research documentation and promotional materials. Composed newsletters. Familiarity with harm reduction and de-escalation techniques for delivering social services. Neighborhood Watch meeting facilitator and Rent Board Committee Chair. Project managed 240-page *Tenants Rights Handbook*, 242-page meeting program with scientific abstracts. Supervised designers and printers. Intermediate Spanish. *Computer proficiency:* PC, Macintosh, Outlook, Word, Excel, QuickBooks, Filemaker, Ebase, Paradox, custom database programs.

Staff/Volunteer Training and Supervision: Selected, trained and supervised Administrative Assistants at Eviction Defense and Danno Booking. Recruited, screened, scheduled and coordinated volunteers and event staff. Oriented and trained new content writers and editors. Provided feedback and evaluations. Trained and supervised interns and Goodwill Job Trainees, providing a foundation for professional development.

Marketing and Promotions: Organized and promoted events to benefit community groups and services. Publicized events through direct mailings, newspaper, radio and television, public service announcements, articles and appearances. Developed publicity packages and press releases. Cold calls, phone banks, bulk mail.

Event Management/Meeting Planning: Planned successful and unique fundraisers as well as traditional benefits, concerts, festivals, conferences and meetings. Oversaw logistics, F&B orders, negotiated contracts with vendors, supervised staff, recruited and coordinated volunteers. Met budgets, solicited and acknowledged sponsors and donations. Speaker travel and hospitality. Shipping, permits, registration. Facilitated meetings, managed committees. Site selection. Continuing education credits. Publicity, marketing, web and print publications and programs, signage.

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WORK EXPERIENCE

- Oct. 2006–Oct. 2010 **Development/Fiscal/Contracts Associate**
Eviction Defense Collaborative, San Francisco, CA
- 1999–2001, 2003–2006 **Freelance Event Producer**
San Francisco, CA
- 2001–03 **Indexer/Abstractor/Editor**
Gale Group, Foster City, CA
- 1996–1999 **Owner/Operator – Booking Agency**
Danno: We Book 'Em, San Francisco, CA

EDUCATION

- 2003–2004 **City College of San Francisco**, San Francisco, CA
Certificate: 22 units of Spanish language
- May–June 2003 **Centro Panamericano de Idiomas**, Heredia, Costa Rica
Spanish Immersion Intensive
- 1988 **Loyola University**, New Orleans, LA
B.A., Communications/Journalism

RELATED EXPERIENCE

- April 2010–present **Berkeley Rent Stabilization Board Commissioner**
- 2006–2009 **Shotwell/Horace/Folsom Neighborhood Watch Block Captain**
- April 2001–June 2005 **Counselor and Fundraising/Benefits Organizer** (Volunteer)
San Francisco Tenants Union, San Francisco, CA
- 1989–2000 **D.J./Promotions Director**
KUSF, San Francisco, CA