

JOAN GERGEN WILSON

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SUMMARY OF QUALIFICATIONS

I have substantive, successful experiences in positions requiring multiple skills including graphic, publication and spatial design; computerized information management and desktop publishing; informative, persuasive, and technical writing skills; ability to meet deadlines; strong oral communications and interpersonal skills. Software proficiencies include Microsoft Office Suite: Word, Excel, Publisher, PowerPoint, basics of Access, Outlook. Desktop publishing software proficiencies include Adobe PageMaker, fundamentals of Photoshop and CorelDraw. Fundraising software proficiency includes Blackbaud Raiser's Edge.

EMPLOYMENT HISTORY

12/2003 – 6/2008**Stuhr Museum Foundation**, Grand Island, Nebraska
Annual Giving and Grant Development Director
7/2003 – 12/2003**Stuhr Museum**, Grand Island, Nebraska
Education Administrative Assistant, part-time
4/2000 – 12/2003**Central Community College**, Grand Island, Nebraska
Publications Coordinator / Activities Assistant
5/1998 – 4/ 2000**Sylvan Learning Center**, Grand Island, Nebraska
franchise providing supplemental education services
Director of Education / Instructor
9/1991 – 9/1995**Community Arts Resource Personnel**, Grand Island, Nebraska
nonprofit arts organization
Executive Director of School & Community Arts
6/1979 – 5/1985**Doane College**, Crete, Nebraska
Designer / Technical Director / Instructor, Theater Department
Asst. Director / Instructor, TLC/SSS *at-risk student services center*

EMPLOYMENT SKILLS AND EXPERIENCES

DEVELOPMENT, COMMUNICATIONS, MANAGEMENT, SUPERVISION & INSTRUCTION

Direct and coordinate annual giving and grant development for Stuhr Museum Foundation.

- Increased donation amounts for general operating fund drive by 24% during a four-year campaign tenure, from \$168,000 recorded by my predecessor in the 2003 campaign to a total of \$209,000 during the 2007 calendar year campaign.
- Increased competitive grant awards for general operations and special projects by 246% during a four-year fiscal tenure, from \$15,000 in fiscal year 2004 to \$51,905 in fiscal year 2007 (concluded June 30, 2007).
- Completed data migration between commercial fundraising database software systems.
- Train campaign volunteers and leadership, approximately 50 individuals annually.
- Write and design annual fund drive materials and periodic newsletter.

Develop coursework and complete instruction in (1) content area of theatre arts and (2) academic achievement skills. Assist with the management of theatre arts and academic learning center programs and services at Doane College.

- Develop and instruct courses in costume, scenic and lighting design/technology.
- Manage work crews totaling 30 – 50 students.
- Manage theatre budget and coordinate supplies and equipment purchases and inventories.
- Develop and instruct courses in time management, written and oral communications

skills, flexible reading and research skills.

Direct and coordinate artist residencies and performances for Community Arts Resource Personnel (CARP) and the School District of Grand Island (GIPS).

- Write grants to support special projects; coordinate special projects logistics, communication and public information.
- Maintain membership database; prepare print merge documents and bulk mailings.
- Selected as a consultant to Nebraska Dance on Tour project, 11/1993 – 4/1995. Worked cooperatively with staff of Mid-America Arts Alliance, Nebraska Arts Council and 11 community arts organizations to write grant proposal to the National Endowment for the Arts and develop marketing and news materials.
- Testified before the Appropriations Committee of the Nebraska Legislature, 1993, at the request of the Nebraska Arts Council, a state arts agency funded by the National Endowment for the Arts and the Nebraska Legislature.
- Panel Presenter at Art Beyond Boundaries VII, 1993, “Artists in Residence: Productive Collaborations.” ABB is an annual arts symposium of the high-plains states of Montana, Wyoming, North and South Dakota, and Nebraska attended by visual and performing artists, arts presenters and educators, directors and staff of state and local arts agencies.

Utilize corporate materials and software to assess, instruct and record student progress of child, youth, adolescent and adult learners at a Sylvan Learning Center. Conduct progress conferences at 12-hour instruction intervals for about 50 students. Train and supervise instructional staff of about 10 certified K-12 teachers.

WRITING AND DESIGN

Write grants to support general operations and special projects for Stuhr Museum and Foundation, Community Arts Resource Personnel and the School District of Grand Island.

Write, photograph and design 8- to 12-page monthly newsletter, annual campus report, campus class tabloids and other informational publications for Central Community College-Grand Island.

Write and design annual campaign materials, membership season brochure, display advertisements, news releases, public service announcements, and periodic newsletters for Stuhr Museum Foundation, Community Arts Resource Personnel and Arts in Education auxiliary.

Design scenery, costumes and lighting for theater productions at Doane College.

EDUCATION AND TRAINING

- Central Community College-Grand Island 2000-2003
computer and photography workshops
- University of Nebraska-Kearney 1994, 1995, 1996-97
graduate professional teacher education and undergraduate English coursework
- Nebraska Department of Education 1994
REACH (Respecting Ethnic and Cultural Heritages) training
- University of Massachusetts 1993
consultant training Arts Extension Service, Division of Continuing Education
- Hall County Leadership Unlimited, Inc. 1991
Leadership Tomorrow, a by-nomination leadership-training program
- University of Nebraska-Lincoln 1984, 1985
graduate theater arts and undergraduate visual arts coursework
- Doane College-Crete, Cum Laude & Doane Theater Award 1979
B.A. secondary education speech/theatre endorsement, minors in English and art