

# NANCY B. STANTON

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## PROFESSIONAL OBJECTIVE

Seeking leadership opportunity in which to utilize my non-profit management and administration experience to add value to the community.

## QUALIFICATION SUMMARY

Energetic, innovative, goal/results-oriented professional with over 32 years in increasingly responsible positions in the non-profit environment. Experienced in:

Organizational management	Corporate/strategic planning	Fiscal management
Fund development	Communications/marketing	Adult development
Volunteer management	Personnel management	Crises and risk management

## PROFESSIONAL EXPERIENCE

**Associate State Director – Advocacy**  
2007 – Present

**AARP Florida**  
Jacksonville, Florida

- Working with team of grassroots volunteers throughout Greater Jacksonville to create positive social change and deliver value to AARP members through enhanced visibility, media presence, volunteer capacity, building community partnerships, and delivering AARP programs and activities.
- Responsible for implementation and delivery of AARP advocacy/issue campaign efforts, building greater grassroots and key contacts capacity and fostering appropriate relationships with elected officials.

**Vice President, Field Services**  
2003- 2007

**Special Olympics Florida**  
Clermont, Florida

- Deliver organizational development and non-profit management coaching and consultation support to local level Special Olympics management teams throughout Florida which provide sports training and competition events for 15,000 athletes statewide.
- Recruit, train and supervise all paid and unpaid county level Special Olympic Directors in 45 counties.
- Oversee development of annual athlete recruitment and fundraising plan and annual budget for 45 Florida counties.

**Chief Executive Officer**  
1999-2002

**Good Shepherd Services**  
Atlanta, Georgia and Orlando, Florida

- Oversee, direct management and ensure delivery of services and support to annually serve 2000 refugees in Atlanta and provide transitional housing and support services to 48 homeless women and children in Orlando. Services provided by 13 multi-ethnic staff in Atlanta and 4 in Orlando.
- Recruit, orient and manage local advisory boards in two cities with the goal of developing each to become a governing board.
- Develop and implement fund development strategies including writing proposals for government funding and private foundations, fundraising events and direct mail solicitation.

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- Develop and implement internal non-profit management practices and procedures to ensure the integrity and stability of the programs.
- Develop and implement community development strategies to establish the presence of the organizations in each city.
- Direct and manage the human resources function to ensure compliance with state and federal regulations and to ensure sound human resource management practices.
- Develop and maintain each organization's finances including the development and management of annual operating budget, cash management and investment strategies.

### **Executive Director**

1990-1999

### **Northeast Georgia Girl Scout Council**

Athens, Georgia

- Oversee and direct management of character development organization and ensure delivery of program to over 4000 girls in 25 county area through the efforts of over 1000 adult volunteers and 16 staff.
- Direct and manage organization's finances including budget development, cash management and investment strategies.
- Facilitate corporate planning process including the development, implementation and evaluation of goals, objectives and action steps.
- Develop and direct fund development strategies including multi division annual giving campaign, annual Women of Distinction Luncheons, direct mail solicitation and proposal writing.
- Direct and manage human resource function including recruiting, hiring, supervising and performance evaluation of paid and unpaid personnel.
- Liaison to board officers, directors at large, standing committees and task groups in development and implementation of policy.

### **Public Relations Director**

1984-1990

### **Northwest Georgia Girl Scout Council**

Atlanta, Georgia

- Recruited, hired and supervised staff of three, plus volunteers and interns.
- Analyzed and advised organization of external trends and issues impacting Girl Scouting.
- Produced a variety of printed publications including: newsletters, annual reports, brochures and various collateral materials.
- Promoted Girl Scouting and increased visibility through print and electronic media by way of development of press kits and cultivating media.
- Planned and executed special events, promotions and annual meeting.
- Produced slide presentations, videotapes and displays.

### **Council Services Administrator**

1983-1984

### **Northwest Georgia Girl Scout Council**

Atlanta, Georgia

- Provided professional support to 600 adult volunteers and 3000 girl members in assigned area.
- Increased and retained membership through recruitment and management of adult volunteers.
- Guided and directed volunteers in analyzing needs and developing strategies for membership growth and program activities.
- Responsible for fundraising in assigned area which increased by 40% in eight-month period.

### **Statewide Campaign Director**

1981-1982

### **Poythress for Secretary of State**

Atlanta, Georgia

- Developed and directed campaign organization in 159 counties.
- Recruited, trained and managed staff and volunteers.

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- Directed and managed all aspects of campaign activity including fundraising events, scheduling and details of candidate's appearances, media interaction, financial management and Federal Election Campaign reporting.

**Other Employment**

TRW, Southeast Regional State Government Relations Division, 1981	Atlanta, Georgia
Georgians for Talmadge Campaign Committee, 1979-80	Atlanta, Georgia
Senator Talmadge's State Constituency Office, 1979	Atlanta, Georgia
Sam Nunn for U. S. Senate Campaign, 1978	Atlanta, Georgia
Fulton County Board of Education, 1972-1977	Roswell, Georgia
Holy Family School, 1969-1972	Fairfield, Connecticut

**PROFESSIONAL MEMBERSHIP**

Georgia Department of Human Resources, Refugee Advisory Council, 1999- 2003; West Dekalb Rotary, 2000- 2003, Director, Club Services, 2001-2002; Chamblee Business Association, 2000-Present; Rockdale High School Local School Advisory Committee, 2000-2001; Athens Rotary, 1993 - 1999; Association of Girl Scout Executives, 1991-1999, Referral Committee; Athens/Clarke Chamber of Commerce, 1990 – 1993, Women in Management and Government Affairs Committees; St. Augustine's Catholic Church Women's Guild, 1990-93, Treasurer; Women in Communications, 1986-90, Vice President, Finances; International Association of Business Communicators, 1987-1990; Georgia Federation of Business and Professional Women, 1981-1984, Chapter 1st Vice President, Chair, State Political Action Committee; Atlanta Women's Chamber of Commerce, 1981-83

**EDUCATION**

West Georgia College, Carrollton, Georgia - Graduate studies, Education.  
Southern Connecticut State, New Haven, Connecticut - Graduate studies, Education  
Bridgeport University, Bridgeport, Connecticut - Graduate studies, Political Science;  
Central Missouri State University, Warrensburg, Missouri - B.S. Secondary Education, Social Studies

**PROFESSIONAL DEVELOPMENT**

Extensive participation over 15 years in Girl Scouts of the USA coursework and training in many areas including: non profit management, human resources, fund development, financial management, strategic planning, non profit governance, public relations, communication and marketing. Executive Management Certification, Case Western Reserve University, Cleveland, Ohio and Girls Scouts of the U. S. A.

**INTERESTS**

Travel, professional and personal enrichment endeavors, reading, keeping abreast of current and political affairs, health and physical fitness.