

# Kristin E. Runnels

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(323) 605-9298

k.e.runnels@gmail.com

www.kristinrunnels.com

## Professional Experience

### Kristin Runnels | Grant Consulting

#### **Independent Consultant**

September 2017-Present

- Services include: program assessment, proposal development, data analysis, grant writing, prospect research, strategic consulting.
- Funding secured for youth development, community engagement, arts education, scholarships, and human services.
- Successful proposals include capital campaigns, endowments, operating funds, and special projects [see *Project Highlights* on page 2].

### California Institute of the Arts

#### **Associate Director, Corporate, Foundation & Government Giving (CFGG)**

August 2015-September 2017

- Research and generate weekly prospect leads to add to a \$4MM CFGG portfolio.
- Write proposals and generate reports for major donor prospects, corporate partnerships (Cartoon Network, Disney, Anima Estudios), institutional special initiatives (Center for Life and Work, mentorship programs, wellness initiative, \$10MM scholarship endowment campaign), schools (Art, Film/Video, Music, Theater, Critical Studies, Dance) and programs within schools, CalArts' Community Arts Partnership (CAP), and REDCAT.
- Actively generate and participate in weekly and monthly meetings with deans, faculty and staff to discuss short and long-term strategy for fundraising goals, projects, and the cultivation of corporate and foundation donors and prospects.
- Responsible for oversight of annual government grants and management of CalArts' DataArts (formerly CDP) account.
- Integral in the development and facilitation of special events related to grant stewardship, including CalArts Alumni Weekend and CAP's recent inaugural benefit.
- Serve as a representative of CalArts' programs and initiatives through attendance of and participation in summits, conferences, workshops, and performances on and off campus.

### Colburn Foundation

#### **Grants Manager/Program Associate**

September 2007-July 2015

- Held a series of positions with increased responsibility, beginning as Office Administrator in 2007.
- Co-managed and coordinated 50 accounts supporting 70 active grants (\$6.5 MM annual distribution) with additional organizations under active consideration. At this capacity, led over 75 annual meetings with development, artistic and music directors including regular site visits to grantee artistic and educational facilities in and around Los Angeles County.
- Stewarded an open door policy to current and prospective grantees while providing all applicants support and guidance throughout the grant process as needed.
- Through frequent research and interaction, built cases on grantee needs and reported grant recommendations on a rolling basis for all accounts to executive staff and board.
- As a way to provide support "beyond the grant," [co-developed and managed a system of quarterly "Master Mind" gatherings](#) for a group of select executive directors who shared and discussed relevant topics of interest within their organizations and field.
- Coordinated site visit opportunities and lead informational presentations for the board of directors – culminating in a presentation on the landscape of arts education in Los Angeles.

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\* <http://www.grantcraft.org/blog/group-of-9-setting-the-stage-for-grantees-to-be-transparent-with-one-another>

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- Provided “beyond the grant” support by designing and managing relevant, professional development opportunities and workshops for grantees annually, with topics ranging from “Telling a Story Through Individual Giving,” to “Navigating Challenging Conversations in Non-Profit Leadership,” to “Mindfulness For Effective Action and Better Results.”
- Served as a representative to the public sector for the Colburn Foundation, its initiatives and interests through participation in professional associations, leadership development and mentorship opportunities (listed below).
- In addition to senior-level responsibilities, maintained all internal/external office correspondence, grant management and online application database/user-interface design (MicroEdge GIFTS, Foundant), meeting preparation, grant administration, corporate compliance and account contracting.

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## Education

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### **The Grantsmanship Center**

October 26 – October 30, 2015

Grantsmanship Training Program

### **UCLA – Mindful Awareness Research Center**

September 2014-2016

Intro to Mindful Awareness Practice (MAP) – MAPS I

Cultivating Positive Emotions (MAP) – MAPS II

### **Institute for Integrative Nutrition**

January 2013-November 2013

Holistic Health Coach Certification in wellness and nutritional studies; Marketing and business training

### **University of Memphis**

September 1999 – June 2005

Violin Performance; B.A. in English Composition/Creative Writing.

Graduated cum laude - Helen Hardin Honors Program.

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## Project Highlights [*chronological order – newest to oldest*]

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**The Colburn School** – On contract as needed for special projects including grant writing, prospect research, and strategic consultation for institutional prospects.

**2-1-1 OC** – Initiatives include: 360° Connection, 211RIDE, Veteran HUB, Homeless Management Information System (HMIS), Continuum of Care (homelessness initiative). Grant range: \$5,000 - \$100,000.

**American Youth Symphony** – On contract as needed for special projects including grant writing and strategic consultation for institutional prospects.

**Art Share Los Angeles** – Projects include: public project bids, programmatic support, general operating support, capital projects, program strategy. Grant range: \$7,000 - \$60,000.

**USC Thornton School of Music** – Projects include: scholarships, Thornton Community Engagement Program, international colloquiums, ensembles, endowment. Grant range: \$5,000 - \$300,000.

**USC Glorja Kaufman School of Dance** – Projects include: Kaufman Connections. Grant range: \$5,000 - \$30,000.

**Silbert Consulting Services, Inc.** – Fundraising consultancy. Projects included: **LA TheatreWorks** program expansion and media solutions; **Sharefest** capital campaign, Youth Development Academy, Annual Day of Service. Grant range: \$1,500 - \$125,000.

**California Institute of the Arts** – Projects included: scholarships, community arts program, endowment campaigns, wellness initiative. Grant range: \$5,000 - \$200,000.

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## Additional Experience and Skills

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**Leading From Within** *Courage To Lead* leadership program, Member, 2020 cohort; **Emerging Arts Leaders, Los Angeles (EAL/LA)** Current Member of Advisory Board and Protégé Mentor • Executive Co-Chair – June 2012-June 2013 • Member since 2010; **Los Angeles County Arts Commission** FY20 OGP Panelist; **Emerging Practitioners in Philanthropy (EPIP)** Member 2010 - 2019; **Los Angeles Arts Funders (LAAF)** Member 2012 – 2015; **Los Angeles County Arts Commission, Arts For All Pooled Arts Fund** steering committee member April 2014 – July 2015;

Donor Research (RelSCI, FOnline); Relationship Tracking (Salesforce); Grantwriting; Individual Giving; Database Management (Foundant, Microedge GIFTS); Budget Management; Event/Workshop Planning; Coaching/Consulting; Leadership Development and Volunteer Management (EAL/LA Protégé Mentor); Mindful Awareness Facilitation; Motivational Interviewing; Public Relations; Social Media Strategy; Some Spanish Language Competency.