

RYON R. COOTE, MPA

Miramar, FL 33025

954.806.8577

Coote1978@gmail.com

PROFILE

Dynamic, results-oriented Nonprofit and Philanthropy Executive with a proven track record of achieving sustainable results through growing cohesive, high performing organizations. Visionary and entrepreneurial with an outstanding record of innovation and achievement of sustainable results. Strong business acumen, experienced in developing/executing short and long-term tactical organizational plans and relentlessly pursuing program excellence and results. Dedicated, passionate and mission-driven individual with a strong foundation of ethics, high degree of integrity, and superior work ethic. Other strengths encompass:

- | | | |
|--|------------------------------------|----------------------------------|
| ▶ Program Management/Governance | ▶ Marketing and Public Relations | ▶ Foundation/Corporate Relations |
| ▶ Fund Development/Donor Relations | ▶ Financial Accountability/Budgets | ▶ Grant Writing/Compliance |
| ▶ Special Events, Promotions & Marketing | ▶ Social Responsibility | ▶ Community Outreach |
| ▶ Board Recruitment & Training | ▶ Volunteer Recruitment/Management | ▶ Staff Training & Development |

Strategic thinker and leader with a global perspective, able to effectively inspire others. Design and implement fundraising programs in support of the annual fund, as well as making personal solicitations for major gifts, writing grant proposals and coordinating special events. Outstanding track record of developing/nurturing key community partnerships/alliances. Consistent ability to grow sustainable programs through decisive strategic planning and effective organizational development initiatives.

PROFESSIONAL EXPERIENCE

BROWARD PARTNERSHIP FOR THE HOMELESS

05/2018 - PRESENT

The largest homeless provider of services to people experiencing homelessness in Broward County.

■ **Chief Development Officer**

Serve as a strategic leader to drive future growth for the organization overseeing all aspects of fundraising, grants, contracts, special events, marketing communications, and community affairs. Cultivate relationships with current and prospective donors, inspire engagement by advocating for the mission, and create a strategic plan that will guide the team to achieve success. Report directly to the CEO and Board of Directors and manage a staff of seven.

Senior Leadership Accountabilities

- Member of the strategy and resource development team, highly involved in future planning for the sustainability of the organization.
- Formulate the financial strategic plan and capital plan for the organization regarding both public and private funds.
- Solicit donations from large corporate donors and identify top investment opportunities for existing holdings.
- Develop actionable strategies for exceeding goals through grants, sponsorships, gifts, donations, and fundraising events.
- Discover new and potentially lucrative revenue streams for expansion of the organization's fundraising efforts.
- Collaborate with senior leadership and executive committees to ensure all plans align with the overall mission of the organization.

Select Achievements

- Enhanced and revamped the major gifts program for the organization and raised \$2MM in the last 12 months.
- Increased unrestricted dollars by developing an ROI program to inform donors of the benefits of investing in the organization.
- Developed a schedule for contracts and grants to streamline the process and ensure the securement of funds which resulted in increased revenues to place 28% more of our homeless families in homes.
- Cultivated a strategic partnership with Feeding South Florida and expanded our meal service program through reduced food costs.
- Increased grant and contract revenue by 16% through creating a process for applying for grants and instituted a rating system to determine if we qualify prior to submission.
- Revamped the entire website and developed innovative marketing materials to promote the organization.
- Developed and introduced an emerging professionals' committee to attract new board members.
- Relaunched Broward Partnership's social media. During tenure we expanded our reach tremendously on Facebook (more than tripled our followers), created an Instagram page and relaunched our Twitter account.

CHILDREN'S HOME SOCIETY OF FLORIDA

07/2013 - 11/2017

The largest and oldest child welfare based private non-profit in the state of FL with 2000 employees.

■ **Director of Community and Philanthropic Affairs (04/14-11/17)**

Promoted to serve as a key member of the leadership team overseeing program operations for the South Florida Region. Areas of accountability encompassed strategic planning initiatives, community outreach/advocacy efforts, government relations/lobbying and development initiatives in support of organizational goals. Emphasis on continual growth, annual sustainable development, and creating a community service culture while embracing the mission and ideals of the Children's Home Society of Florida. Managed a staff of four and a budget of more than \$1MM with full fiscal accountability. (Cont. P2)

PROFESSIONAL EXPERIENCE

CHILDREN'S HOME SOCIETY OF FLORIDA - (CONTINUED)

Program Management

- Ad-hoc Council Member accountable for the development and implementation of best practices for future strategic planning.
- Led the Chapter through two strategic plans and one business model change. Ensured the implementation of best practices.
- Contributed to the establishment of the annual donor relations budget, including income and expenses.
- Facilitated Board of Director and committee meetings, developed agendas and provided additional support as needed.
- Clearly communicated a compelling mission reflecting high quality advocacy services and positioned the organization as a dominant leader in enhancing the quality of life of the children of South Florida.
- Provided oversight and leadership for recruiting, training, and developing volunteers. Promoted a collaborative, high performing organizational culture that fostered passion for the mission, program excellence, teamwork, and a shared purpose.
- Conducted research and assisted in the grant writing process to obtain equipment and services for the organization.
- Turned around two underperforming philanthropy departments in Miami-Dade and Broward County including revamping and recruiting top talent for the Board of Directors.
- Consistently achieved performance bonuses every year during tenure.

Fundraising

- Raised over \$5MM with an average increase of 14% per year.
- Cultivated and nurtured donors to secure major and planned gifts from potential donors including individuals, groups and foundations.
- Managed an ongoing funding campaign by working with volunteer leadership to identify, cultivate and solicit individual donors, foundations and businesses for significant gifts. Created and executed the development of campaign materials.
- Developed strategies to increase constituencies and secured sustainable stakeholder support.
- Nominated as a top fundraiser in the South Region.

Community Outreach/Public Relations

- Speaker at various functions promoting the events and/or the mission. Served as a key representative, spokesperson and ambassador of the organization to a wide variety of constituencies.
- Collaborated with Philanthropy staff on special events and fundraisers.
- Worked closely with administrative leadership on community relations, including promotional events and media communication.
- Championed outreach efforts to create awareness of childhood abuse and neglect in the community.
- Developed creative promotional items including brochures, videos, and photos to secure major gifts and cultivate new donors.
- Identified unique opportunities for speaking engagements about Children's Home Society of Florida's services and programs.

■ Charitable Giving Director (07/13-04/14)

Proactively recruited to develop corporate sponsorships with companies and/or their foundations to raise awareness and funding for the organization. Responsible for major gifts portfolio for the Chapter including fundraising initiatives, public relations, marketing, organizational branding initiatives, community outreach, special events, and budgets. Supervised and coached a staff of three.

- Strategically targeted the banking community who received federal bailout money who were required to give back to the community in return. Doubled the gross dollar amount of the budgeted major gift portfolio in the first year.
- Researched and identified corporate donors to support Children's Home Society of Florida through event sponsorships, contributions, and grants.
- Established, cultivated, and maintained contact and relationships with corporate program officers and marketing executives.
- Arranged corporate meetings to secure sponsorships and grant funding and prepared appropriate briefing materials.
- Built a donor recognition program that expanded the stewardship program for the Chapter.
- Consistently exceeded budgeted goals and recognized as one of the strongest Development Officers in the Region.

NATIONAL MULTIPLE SCLEROSIS SOCIETY-SOUTH FLORIDA CHAPTER

03/2006 - 07/2013

■ Development Director (04/10-07/13)

Promoted to solicit major gifts including fundraising initiatives, public relations, marketing, organizational branding initiatives, community outreach and special events. Provided leadership, training and mentoring for a staff of six.

- Created and implemented the annual development plan and strategy for the organization's largest fundraiser, MS Bike Ride.
- Led and managed the project's overall development efforts exceeding the annual budgeted goal of \$1.5MM raised.
- Developed and grew the organization's individual donor base, managed the annual giving campaign and cultivated major gifts.
- Directed the project's sponsorship program, which included identifying and securing corporate sponsors, and engaging them in ongoing service opportunities. (Cont. P3)

PROFESSIONAL EXPERIENCE**NATIONAL MULTIPLE SCLEROSIS SOCIETY-SOUTH FLORIDA CHAPTER - (CONTINUED)**

- Cultivated and nurtured relationships with current and potential corporate and foundation sponsors, as well as individual donors.
- Wrote grant proposals and reports for submission to corporate, foundation, and government funders.
- Assisted in the development and implementation of a comprehensive marketing and public relations strategy.
- Worked in partnership with the organization's network to develop multi-site, regional and national sponsors.

■ Development Manager (10/08-04/10)**■ Development Coordinator (03/06-10/08)**

Managed the cultivation and solicitation of gifts from individuals, corporations, and/or foundations.

- Managed and planned special fundraising activities for the organization's fundraising projects.
- Provided financial stewardship and reports to donors.
- Supervised and trained staff and volunteers engaged in support activities.
- Participated in donor interaction activities and management of development programs.
- Organized and coordinated the activities of volunteers and committee engaged in the organization's largest fundraiser.
- Oversaw venue procurement, space planning, logistics, project execution, client management, scheduling, purchasing, catering, marketing, PR, entertainment, security, handling VIP customers, vendor relations, contract negotiation, and budgets.

CITY OF MIAMI | MIAMI, FL**12/2003 - 03/2006****■ Special Event Coordinator (08/04-03/06)**

Responsible for assisting companies with the planning, coordination and approval of events held on City property.

- Streamlined the grant process by creating standards and criteria for funding that were more in line with current standards.
- Worked with the mayor's staff to successfully implement and launch the Summer Hearts of Our Parks series to highlight the City's parks through music, food and culture.
- Coordinated City services (Police, Fire, Solid Waste, Off Street Parking, and Parks) for event proposals.
- Functionally supervised all event support staff including setup and breakdown crews.
- Advised clients and the public on setup options and types of materials needed to achieve desired results.
- Created special event site plans to assist in the coordination of the event layout.
- Negotiated with vendors and performers on the cost of products and services.
- Prepared, managed and tracked department budgets, special initiative funds, event budgets and Cultural Grant funds.
- Enforced contract compliance and administrative regulations.
- Successfully worked with MTV to launch the VMA ancillary events in downtown Miami.

■ Administrative Aide, Mayor's Films, Art, Culture, Entertainment & Special Event Department (04/04-08/04)

Performed various administrative, public relations and operational support tasks for the Mayor.

- Involved considerable public contact in giving information, receiving complaints and rendering general assistance to the public.
- Prepared routine correspondence, memorandums, meeting notes, and informational or investigational reports.
- Served as a liaison between the Mayor and administrative staff.
- Organized town hall meetings and local conferences.
- Assisted with the procurement of grant funding to enhance the City's artistic and cultural presence.

■ Community Affairs Liaison/Intern (12/03-04/04)

Initially completed a comprehensive internship promoting the City to increase awareness and positive perception. Actively promoted the City to tourism companies, local businesses, and the general public regarding services and programs offered, as well as resources available.

EDUCATION AND TRAINING

Master of Public Administration Degree, *Certification in Human Resource Management & Policy*, Florida International University

Bachelor of Public Administration Degree, Florida International University, Miami, FL

Dale Carnegie School of Management

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint, and Outlook), GEMS (government accounting software) and Oracle
Fundraising software includes Razor's Edge, Convio, and Altair

General Job Application

Job Title

Executive Director - Community ReDevelopment Agency

Requisition Number

56917

Personal Data

Contact

First Name

Ryon

Middle Name**Last Name**

Coote

Address

902 sw 71st ave

City

Pembroke Pines

State

Florida

Zip Code

33023

Primary Phone

9548068577

Alternate Phone**Email Address**

Coote1978@gmail.com

Salary Requirement

What is your desired salary range?

100k to 110k

Eligibility

Do you have a legal right to work in the U.S.?

Yes

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.?

Yes

Have you ever been convicted of a crime excluding misdemeanors and/or summary offenses?

No

If yes, provide the details for all such instances.

Education Information

High School

High School Name

American Senior High

Did you graduate?

Yes

City

Hialeah

State

Florida

College/University

Name of College/University/Other		Start Date	End Date
Florida International University		8/3/2000	4/14/2004
City		State	
Miami		Florida	
Degree	Major	Did you graduate?	
Bachelors	Public Administration	Yes	

College/University

Name of College/University/Other		Start Date	End Date
Florida International University		1/5/2015	4/29/2017
City		State	
Miami		Florida	
Degree	Major	Did you graduate?	
Masters	Public Administration	Yes	

College/Graduate School

Name of College/University/Other		Start Date	End Date
City		State	
Degree	Major	Did you graduate?	

Vocational/Technical

Name of Vocational/Technical School		Start Date	End Date
City		State	
Degree	Major	Did you graduate?	

Additional Education Information

Please list any additional education below.

Graduate Certificate Resources Policy and management

Employment Information

Beginning with your present or most recent employment, describe ALL periods of employment including self-employment, unemployed periods and military service. Your adult employment MUST be complete. Use the space provided below, if necessary. The City of Margate appreciates the reasons why you might prefer that your current employer not know about this application. Be advised that the City generally does not contact any employer until the latter stages of our hiring process.

Most Recent Employer

Start Date

5/7/18

End Date

Still employed

Full Time

Position Title

Chief Development Officer

Employer

Broward Partnersy

Phone Number

9548327029

Address

920 nw 7th Avenue

City

Fort Lauderdale

State

Florida

Zip

33311

Duties

Oversight of community engagement, grants, contracts, fundraising, budgets, grant/contract outcomes, volunteers, communications

Reason for leaving?

Seeking growth

May we contact for reference?

Later

Previous Employer

Start Date

9/10/2012

End Date

12/01/17

Full Time

Position Title

Director of Philanthropy

Employer

Children's Home Society of Florida

Phone Number

3057556500

Address

800 nw 15th street

City

Miami

State

Florida

Zip

33136

Duties

Fundraising, board engagement, budgets

Reason for leaving?

Growth

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
4/2006	11/2012	Full Time
Position Title		
Development Director		
Employer		Phone Number
National MS Society		9546763908
Address		
3125 w commercial Blvd		
City	State	Zip
Fort Lauderdale	Florida	33309
Duties		
Special events, account management, fundraising		
Reason for leaving?		
Laid off		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
4/2004	4/2006	Full Time
Position Title		
Administrative Aide		
Employer		Phone Number
City of Miami		
Address		
City	State	Zip
Miami	Florida	
Duties		
Cultural arts department, community engagement, development, special events		
Reason for leaving?		
More money		
May we contact for reference?		
Yes		

Additional Work Experience Information

Please list any additional work experience below.

Skills & Certifications

Professional Certifications and Licenses

Dale Carnegie school of management certification

List all jobs skills, abilities, qualifications, and volunteer experience relevant to the position for which you are applying.

Military Experience

Branch of Service

Enlistment Date

Discharge Date

Type of Discharge

Primary Responsibilities & Duties

Applicant Statement

By my signature below, I authorize any federal, state, county or municipal governmental agency, any municipal corporation or political subdivision of this state, or any other state agency, department or division thereof, or any other public or private agency, person, firm, or corporation holding records concerning, that are considered confidential, to supply such information to the City of Margate.

By my signature below, I acknowledge that PRIOR to making a conditional offer of employment to me, the City of Margate may request information which may include, but not limited to, a history of my educational records, a history of my vocational and/or training records, criminal history, any documentation of previous or current on-the-job performance records or history, any reason, excluding any reason based on a medical condition or disability, for termination of any previous employment, any reason, excluding for discharge from military service, or any other personal information that is not medical, health, or disability related in nature which may not otherwise be obtained without prior agreement.

By my signature below, I acknowledge that SUBSEQUENT to making a conditional offer of employment to me, the City of Margate may request not only the information stated above, but also any information of what-so-ever nature regarding both my past or current job related or non-related medical/health condition(s) or disability(ies).

By my signature below, I acknowledge that any such information received by the City of Margate shall become public record pursuant to Chapter 119 of the Florida Statutes.

I Agree

Yes

Signature

Ryon R Coote

Date Signed: 1/28/2020 11:17 AM

Date Submitted: 1/28/2020 11:33 AM

IP Address: 99.203.94.106

Agency Wide Questions

Do you have any relatives working for the City of Margate? If you have relatives working for the City of Margate, please enter their name and department in the space below.

No

N/A

Did you provide at least ten (10) years of work history in the Employment Information Section, or if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Employment Information Section? If not, please return to the Employment Information Section to complete this information.

Yes

Yes

Where did you hear about the job opportunity you are applying to?

Please provide at least three (3) professional work-related references. Please include the following information: reference name, phone number, email address, position title. (Please note: professional work-related references are people who can speak to us about your job performance and are usually people who directly supervise you. For students, or those with limited work history: professional references may include internship/volunteer supervisors or academic teachers/professors).

Indeed

Kirkward Clark- Children's Home Society (404) 245-1046
Kackark@bellsouth.net
Philanthropy Manager, Mary Ensor-Monat Global Director
786-405-0263 marye@monatglobal.com, Karen Guy- Broward
College manager Business Development (786) 873-7610
projectpartners@bellsouth.net

Pursuant to Florida State Statute 119, all applications and materials attached are subject to public records request. Please use the space below to indicate whether or not you have any exemptions under FSS 119. If you do not have any exemptions, please write "N/A".

N/A

Executive Director - Community ReDevelopment Agency

Do you have a Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Urban Planning, Real Estate?

Yes

Do you have five years of experience in urban planning, real estate development, project coordination, or economic development?

Yes

Do you have at least three (3) years of supervisory experience?

Yes