

# Stephanie Michaels

3790 Laurelcrest Dr. ♦ Studio City, CA 91604 ♦ (818) 499-6000 ♦ stephanie.michaels@email.com

## Summary of Qualifications

---

- ◆ 20+ continuous years of extensive experience in upper-level management, program development, fundraising, human resources, budgeting, and marketing for a large nonprofit social services agency.
- ◆ Outstanding skills in Jewish and educational leadership, Jewish camp administration, organization, operations, staff training, supervision, oral and written communication, and problem solving.
- ◆ Accomplished management professional recognized by the Mandel Center for Jewish Education at JCCs of North America as one of the leading directors in the Jewish community center camping industry.
- ◆ Expert turnaround manager with a proven history of revitalizing troubled children's services and camping programs, improving the organization's operational and financial performance.
- ◆ Strong, energetic, passionate team player who thrives and produces in fast-paced, challenging, multitasking environments.
- ◆ Excellent interpersonal and relationship-building skills, with the ability to interact well with executive management, staff, clients, and board members.

## Professional Experience

---

### MANAGEMENT/LEADERSHIP

- ◆ As Silverlake JCC site director, managed 1,000-member community center providing comprehensive services for all age groups, including preschool, afterschool, camping, cultural arts, and fitness programs.
- ◆ Directed all operations for site, including managing a \$1M+ budget, supervising committees, facilitating staff meetings, coordinating all marketing, purchasing equipment and supplies, and renting out facility.
- ◆ Supervised 50 personnel in five program departments at Silverlake JCC site, including directors, teachers, camp counselors, administration, transportation, and maintenance.
- ◆ Worked with board of directors and senior executive team to develop policy, budget, and strategic plans.
- ◆ Directed large, successful children's services departments, including programs for year-round camping, afterschool enrichment, performing arts, family retreats, and holiday celebrations.
- ◆ Transformed inherited, failing children's services program at Milken JCC into thriving program with full enrollment through visionary leadership, innovative programming, and outstanding staff development.
- ◆ Increased revenues for Milken JCC camping program by 900%+ by increasing enrollment from 25 children to 250+, i.e., full capacity and the largest enrollment of JCCGLA's six camping programs.
- ◆ Increased revenues for Milken JCC afterschool childcare program by 200% and for VCJCC program by 50% by increasing enrollment from 25 children to 75 and from 100 children to 150, respectively.
- ◆ As Silverlake JCC site director, selected by JCCGLA executive management to be the consultant to all of the children's services directors from JCCGLA's seven different sites.
- ◆ Consistently received glowing evaluations from supervisors and executive management at all sites for outstanding leadership and management performance over a period of 20+ years.
- ◆ Maintained all facility licenses, certifications, permits, and accreditations (i.e., ACA) at all sites by ensuring compliance with all laws and working with five different government regulators and accrediting bodies.

### FUNDRAISING

- ◆ At Milken JCC, secured \$75,000 gift from the Annenberg Foundation by using excellent interpersonal and fundraising skills.
- ◆ At VCJCC, endorsed by City of Los Angeles Marathon as one of 52 official charities, which enabled site to develop innovative LA Marathon fundraising programs and secure \$50,000+ from community members.
- ◆ Planned and managed 80+ fundraising events, including auctions, festivals, dinner galas, fashion shows, and sporting events during entire employment history.
- ◆ Organized and managed a total of 4,000+ event staff and volunteers during entire employment history.
- ◆ Worked with 20+ fundraising committees, 15+ subcommittees, and 500+ event sponsors at all sites.

# Stephanie Michaels

3790 Laurelcrest Dr. ♦ Studio City, CA 91604 ♦ (818) 499-6000 ♦ stephanie.michaels@email.com

## FUNDRAISING, CONTINUED

- ♦ Managed 70+ marketing campaigns for fundraising activities, creating solicitation letters, flyers, newsletters, brochures, and press releases during entire employment history.
- ♦ Solicited and secured \$100,000+ in monetary and non-monetary donations at all sites from individuals and local businesses for auction items, prize giveaways, and many fundraising events.
- ♦ As a volunteer, assisted the Phoenix House fundraising director at annual fundraising and award dinners.

## HUMAN RESOURCES

- ♦ Recruited, hired, and trained cohesive teams of up to 50 staff at Silverlake JCC site and for children's services and camping departments at all other sites.
- ♦ Reduced staff turnover by 55% at Milken JCC through excellent training, high-quality programming, incentives, positive reinforcement, and excellent rapport with staff.
- ♦ Increased staff motivation and productivity at all sites by relying on effective team- and morale-building exercises and leading by example and also with respect, fairness, and empathy.
- ♦ Supervised staff performance, progressive discipline, and mediation of staff disputes at all sites.
- ♦ Processed payroll for 40 hourly employees and completed payroll forms for salaried employees at all sites.

## Employment History

---

JEWISH COMMUNITY CENTERS OF GREATER LOS ANGELES (JCCGLA) – Los Angeles, CA  
(Umbrella social services agency with seven different sites throughout the greater Los Angeles area)

THE JCC AT MILKEN – West Hills, CA  
Director of Children's and Camping Services, 1999 to 2009

WESTSIDE JEWISH COMMUNITY CENTER – Los Angeles, CA  
Director of Children's and Camping Services and JCCGLA Childcare Consultant, 1998 to 1999

SILVERLAKE/LOS FELIZ JEWISH COMMUNITY CENTER – Los Angeles, CA  
Site Director and JCCGLA Childcare Consultant, 1997 to 1998

VALLEY CITIES JEWISH COMMUNITY CENTER (VCJCC) – Sherman Oaks, CA  
Director of Children's Services, 1988 to 1997

## Education and Professional Development

---

CALIFORNIA STATE UNIVERSITY, LOS ANGELES, CA – Los Angeles, CA  
Bachelor of Arts in Social Work with Honors

MANDEL CENTER FOR JEWISH EDUCATION AT JCCs OF NORTH AMERICA – New York, NY  
Senior Fellow, Lekhu Lakhem: Jewish and Educational Journeys for JCC Day Camp Directors  
(One of only 20 directors in the U.S. selected for exclusive two-year Senior Fellows Seminar Program)

JCCs OF NORTH AMERICA – New York, NY  
JCCs of North America Professional Conference

AMERICAN JEWISH UNIVERSITY – Los Angeles, CA  
(Several courses completed in philosophy, women's studies, and religion)

AMERICAN CAMP ASSOCIATION – Los Angeles, CA  
ACA National Conference  
ACA, Southern California Spring Leadership Conference (Attended 10+ conferences)

JEWISH COMMUNAL PROFESSIONALS OF SOUTHERN CALIFORNIA – Los Angeles, CA  
JCPCSC Professional Development Conference (Attended 15+ conferences)