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SUMMARY

Over thirty years experience writing, developing and managing innovative programs, and consulting with nonprofit, for profit organizations and government agencies. Key areas of interest: philanthropy, corporate social responsibility, sustainability and the environment, older and midlife consumer issues, social enterprises, civic engagement and community development.

Demonstrated expertise in the following areas:

- Writing and Publishing
- Creating Strategic Partnerships and Coalitions
- Marketing and Media Relations/PR
- Research and Analysis
- Team Facilitation/Community Organizing
- Advocacy and Policy Development
- Public Speaking and Training
- Resource Development and Philanthropy
- Program Planning, Management, and Evaluation
- Volunteer Management and Board Development
- Contract Negotiation and Grant Management
- Conference and Event Planning

CAREER HISTORY

FREELANCE WRITER/AUTHOR, CONSULTANT, (2004-...) i.e. Kiplinger's, AARP, Corporate Responsibility Officer Magazine (CRO), Workforce Management Magazine, Go (Air Tran Magazine), Hemisphere, Ode Magazine, Americas Magazine, Organic and Wellness News, Krogers, Milwaukee Magazine, Madison Magazine

Soul of a Port: The History and Evolution of the Port of Milwaukee

Ever since her incapacitated sail boat collided with the mammoth docks in Milwaukee's harbor, Leah Dobkin has been enthralled by the evolution of the port and the city so firmly moored to it. From an era when it was a "Milwaukee Miracle" to make landfall without losing luggage to a promising future powered by alternative energy, *Soul of a Port* is steered by that same sense of wonder. And since the port's story is not just one of nuts, bolts and cranes, Dobkin's narrative is also well crewed by the characters who have given the place such a fascinating legacy. Settle in for an entertaining passage that includes a longshoreman's poetry, the *Milwaukee Clipper's* recipe for prime rib, a tugboat ghost story and much, much more.

Legacy Letters Service: Legacy Letters are highly focused letters from the heart that share a person's values, life lessons and the influences that shaped both. The letter reviews the impact a

person has had on his/her family and friends, business and community. Stories are shared. Insights are revealed. Legacy letters are tailor written, and vary in length and design. (2010-...)

NATIONAL COUNCIL ON THE AGING, Washington, DC
Senior Program Development Advisor and Trainer (2000-...)

Consultant for the development of a national program that helps Aging Service Organizations generate new income streams and other resources.

- Created and managed web site to supply fundraising resources, strategies, tools, and forums on overcoming barriers
- Edited and wrote for a special section on fundraising and strategic planning in NCOA's journal, *Innovations*
- Prepared a resource development training manual
- Provided nationwide training on untapped funding sources and strategic planning to help organizations sharpen focus, obtain greater impact and become financially self-sufficient
- Conducted two research studies:
 - Nonprofits creating new business ventures and serving the private pay market
 - Successful fundraising and creative cost saving/cost sharing strategies post September 11th and the recession
- Conducted corporate elder care forums; established nonprofit corporate partnerships and task forces

AMERICAN ASSOCIATION OF RETIRED PERSONS, Washington, DC **1985 - 1993**
Senior Housing Specialist

Provided consumer education and advocacy to older people and their caregivers concerning affordable, supportive housing options. Expert in community-based long term care, life care communities, shared housing, elder cottages, accessory apartments, home equity conversion, and home and product safety.

- Provided technical assistance and information to the retirement housing industry including housing developers, managers, designers, architects, social service providers, international, national, state and local government officials, religious organizations and the media
- Conducted research on housing concerns and needs, assisted living, and board and care homes
- Wrote articles, reports, and consumer publications and produced videos and slide shows on a variety of senior housing options
- Edited and produced *AARP's Housing Report* Newsletter and Managed volunteer programs
- Planned and conducted national conferences on senior housing

Senior Housing Consultant, New York, NY **1984-1985**

Independent contractor providing technical assistance and training in needs assessments, outcome measures, fundraising, program budgeting and record keeping, marketing, housing development and management, staff and volunteer recruitment and training and program evaluations.

Columbia University's Brookdale Institute on Aging, New York, NY **1984 - 1985**
Administrative Intern

- Developed questionnaires, conducted site interviews, collected and analyzed data and prepared the literature review for a study on congregate housing
- Planned and implemented an adult leadership training course, "Seniors Teaching Seniors"
- Researched and wrote a practice and policy report on flexible retirement
- Developed a five-year fundraising plan for the institute

**National Shared Housing Resource Center, Philadelphia, PA
Director of Education**

1982 - 1984

Responsible for national clearinghouse to disseminate shared housing information to consumers, program developers, practitioners and policy makers

- Provided technical assistance to nonprofit organizations in over 36 states through consultations, evaluations and speaking engagements
- Cultivated public/private coalitions to support and sustain shared housing efforts at the local, state, regional and national levels
- Provided public policy analysis and testified before the U.S. Senate Special Committee on Aging and other legislative bodies concerning financial, regulatory, and legislative barriers to shared housing development
- Wrote educational materials for professionals and consumers (e.g. training manuals, self-help guides, articles; and edited and produced the *Shared Housing Quarterly*)
- Planned and conducted national and regional training conferences
- Conducted fundraising activities such as proposal writing, lobbying, fee scheduling and marketing of products and services

Homesharing for Seniors, Seattle WA, Director

1978 - 1982

Developed and administered the first intergenerational homesharing program for older people in the country.

Norwest Adult Day Care Center

1979-1980

Provided direct counseling and conducted support groups for older clients and their caregivers at the Norwest

Visiting Nurse Service Provided direct care

1979- 1980

EDUCATION

MS, Social Work/Gerontology/Social Administration Columbia University, New York, NY, 1985
BA, Social Work, University of Washington, Seattle, WA, 1979

Current Volunteer Positions

Milwaukee Time Exchange Vice President

Village of Shorewood Conservation Committee