

CHRISTINE BELCIK-GRIFFITH

1001 West Fifth Street
Winston-Salem, N.C. 27101
(336) 748-9640

QUALIFICATIONS

Fifteen years experience fundraising for the arts. Ten years experience as CEO of private, non-profit organizations. Skills include fundraising, board development, organizational development, financial management, planning, corporate, foundation and government relations, personnel and volunteer management, event management, contract negotiations and managing change.

EXPERIENCE

Executive Assistant to R. Philip Hanes, Jr.

2001-Present

Responsible for organizing, managing and coordinating a varied array of civic, charitable and philanthropic projects and initiatives in partnership with Mr. Hanes. Current projects include: downtown revitalization, Piedmont International Arts Festival, Fourth Street Outdoor Dining, Downtown Small Business Revolving Loan Fund, as well as arts, culture and conservation issues on the local, state and national level. Manage the office and the day-to-day affairs of Mr. Hanes.

North Carolina School of the Arts, Winston-Salem, NC

1996-2001

DIRECTOR OF CORPORATE AND FOUNDATION RELATIONS – Senior fundraising officer responsible for securing all corporate and foundation gifts and commitments for the School of the Arts, with special emphasis on the School of Filmmaking. Responsible for meeting annual budgeted goals for the Schools of Dance, Design & Production and Filmmaking.

Winston-Salem Piedmont Triad Symphony, Winston-Salem, NC

1992 to 1995

EXECUTIVE DIRECTOR - Chief operating and executive officer of a \$1.2 MM organization. Responsible for all activities except artistic matters and those retained by the Board. Supervised a staff of 8 and a volunteer corps of 100.

Balanced the budget for three consecutive years and reduced the cumulative deficit by one-third. Established budgeting, forecasting and cash flow controls. Implemented quantitative analysis procedures for sales and attendance rates.

Managed a comprehensive strategic planning process. Designed and implemented an organizational re-structuring plan, resulting in a more effective use of resources, identified accountabilities and a focus on results.

Wrote all grant applications, secured all in-kind gifts and managed all corporate and individual fundraising efforts. Negotiated all corporate sponsorship, guest artist, musician and touring contracts.

High Point Arts Council, High Point, North Carolina

1985 to 1992

EXECUTIVE DIRECTOR - Responsible for total operation of fundraising and programming arts council with an operating budget of \$500,000. Directed the annual \$255,000 United Arts Fund Drive. Managed paid staff of five, volunteer staff of 200.

Increased United Arts Fund Drive results by 65% in four years. Implemented proper fiscal controls and documentation.

Developed strategic five-year plan and successfully implemented 95% of plan in three years. Key member of team which initiated Triad regional cultural planning process.

Designed award-winning corporate communications and donor recognition program.

Established working relationships with Chamber of Commerce, Economic Development Commission, Convention and Visitors Bureau, and local government.

United Way Helpline, Norman, Oklahoma**1982 - 1985**

DIRECTOR - Managed community Information and Referral Service; assisted with \$600,000 annual United Way campaign.

Designed and implemented new policies, procedures, systems, and controls in line with national I&R standards.

Designed and implemented collaborative approach to community problem solving. Resulted in Hunger Here Coalition, a food distribution system.

Developed first marketing plan for Helpline, increasing usage by 25%.

State Arts Council of Oklahoma, Oklahoma City, Oklahoma**1978 - 1982**

COMMUNITY ARTS COORDINATOR 1980-1982. Provided organizational development training and technical assistance to arts organizations and artists in 27 communities statewide. Services included: needs assessment, long range and strategic planning, crisis intervention, grantsmanship, and public relations.

RESOURCE SHARING TOURING COORDINATOR 1978-1982. Administered statewide \$100,000 touring subsidy program involving 22 performing art groups. Managed all aspects of grant application process for touring groups and presenters. Promoted program statewide.

Streamlined program to better meet the needs of both touring groups and presenters. Reduced turnback funds from 30% to 5%.

ARTIST-IN-RESIDENCE COORDINATOR 1978-1980. Managed the Performing Arts Division of 35 artists working in 60 locations. Provided artist and sponsor training, orientation, residency planning, and evaluation. .

Organized first statewide Artist-in-Residence Conference. Redesigned program handbook and promotional materials.

ELS Language Center, Norman, Oklahoma**1975 - 1978**

DIRECTOR OF COURSES - Administered academic program of private English language school with annual enrollment of 600. Supervised teaching staff of 27.

Originally employed in 1975 as teacher; promoted to Assistant Director in 1976, then to Director of Courses in 1977.

EDUCATION

The University of Oklahoma, Norman, Oklahoma
Bachelor of Fine Arts in Drama/Speech Education, 1974.

References available upon request.

CHRISTINE BELCIK-GRIFFITH**RESUME ADDENDUM****COMMUNITY SERVICE**

Carolina Chamber Symphony, board president, 1999-present; Board member 1997-present

West End Neighborhood Association board member 1997-1999

Triad Horizons Regional Planning Project, Arts and Culture Focus Group Chairman, 1987-1992

High Point Mayor's Leadership Group, member, 1986-1995

High Point Directions Planning Project, member, 1987-1990

"Challenge High Point" class of 1986

City of Norman Convention and Tourism Committee, member, 1984

"Leadership Norman" class of 1982

AFFILIATIONS

Leadership Winston-Salem

The Rotary Club of Winston-Salem, member since 1992. Secretary in 2000-2001

North Carolina Association of Arts Councils, past president

High Point Rotary Club, former member

Junior League of High Point, former member

AWARDS

N.C. Association of Arts Councils 1990 Arts Administrator of the Year Award

N.C. Governor's Business Council on the Arts and Humanities 1988 Business Award, presented to High Point Arts Council

N.C. Association of Arts Councils 1988 Arts Accessibility Award, presented to High Point Arts Council

Assembly of Community Arts Councils of Oklahoma Volunteer Service Award, 1984