**KATE BANASIAK**  kate@assoc-mgmt.com

6919 Vista Drive Work: (515) 282-8192

West Des Moines, IA 50266 Cell: (515) 326-5487

**Professional**

Diversified Management Services Des Moines, IA

*President & CEO* 2011 - Current

 *Partner & COO* 2009 - 2011

*Sr. Account Executive*  2007 - 2009

*Administrative Assistant* 2006 - 2007

* Responsible for managing company affairs in all aspects including operations, marketing, finances, and human resources.
* Monitor and maintain current client contracts and relations for 18 non-profit organizations.
* Establish proposals and evaluate logistics for new and transitioning clients.
* Oversee the vision and direction for the company and its 18 employees.
* Key accomplishments:
	+ - * Internship Program – Developed key relationships with surrounding schools to grow knowledge of the industry and engage over 7 up and coming individuals in gaining professional work experience.
			* AMC Accreditation - Lead the company through national certification process and maintenance of standards becoming one of the few small AMC’s to complete.
			* New Financial Division – Identified the need for education of boards and Executive Directors on fiduciary responsibility and best practices for financial management. Created a division that supports both of these needs through financial management and education designed specifically for non-profits.
			* Streamlined Volunteer Management Program – Created a streamlined volunteer management process that can be easily replicated that allowed two of our clients to more than triple their volunteer efforts while still maintaining outstanding customer service to all involved in their events. (World Food Prize, Iowa Asian Alliance)
			* 10KSB Small Business Program – Accepted into and completed the national 10KSB Small Business 4 month intensive business development program.

**Leadership & Service:**

LEAD LIKE A LADY Des Moines, IA

Membership Chair, Founder Support, Board Secretary 2013- Current

* Created a membership program that helped with organizational growth from 20-45 members.
* Assisted in creation of an overall leadership and organizational structure designed for continuity.
* Initiated program for developing relationships with other networking organizations that can assist women so we can connect women throughout the community.

ASSOCIATION MANAGEMENT COMPANY (AMC) INSTITUTE National

*National Market Advisory Expansion Council* 2012 - Current

* Assist with creating marketing programs designed to expand the understanding of the value of the AMC.
* Serve as a social media champion for evaluating platforms for best getting out our message.

DEVOUR DES MOINES Des Moines, IA

Co-*Founder*  2011 - 2014

* Participate in a board that created a brand new, unique event in Des Moines combining triathlon activities with competitive eating.
* Organize logistics, sponsorship relations and registration for the race, which included 1,000 participants over 4 years.

 BRAS FOR THE CAUSE IOWA Des Moines, IA

 *Volunteers & Logistics* 2007 - 2008

 *Event Co-Chair* 2008 - 2009

* Helped the event co-chair with all aspects of planning the event and served as liaison between all committees.
* Created volunteer program that allowed for easy sign-up and implementation of the primarily volunteer-led event.

**Organizations/** Iowa Society of Association Executives (ISAE), *Member*, 2007 - Current

**Activities:** Des Moines Embassy Club, *Board Member*, 2012 – Current

 Des Moines Embassy Club, AMP Committee, 2014 – Current

MOIsson, *Member*, 2014- Current

Young Professionals Connection, *Annual Event Committee*, 2010 – 2013

**Achievements /** Greater Des Moines Leadership Institute, *Graduate*, 2012

**Honors:** ISAE Leadership, *Graduate*, 2008-2009 Class

 40 Under 40, 2013 Class

 Goldman Sachs 10KSB Small Business, *Graduate*, 2014

**EDUCATION: Iowa State University, Ames, IA Bachelor of Science**

 **Major: Business Management December 2005**