

SHERI MCMICHAEL

2909 Virginia Place -- Des Moines, Iowa 50321 -- Telephone: 515.681.3041

EDUCATION

Grandview College, Des Moines
Bachelors of Arts Degree

1985

EMPLOYMENT

VARIETY – THE CHILDREN’S CHARITY OF IOWA

Executive Director, June 2000 to Present

- Responsible for the overall management of Variety – the Children’s Charity to ensure the ongoing success and growth of the organization
- Management and supervision of administrative offices – Des Moines and Cedar Rapids– and staff of six
- Manage and provide support for Board of Directors (38 individuals), Executive Committee (6 individuals) and numerous Variety committees
- Work with Variety’s Board of Directors to develop an annual campaign
- Supervise all fundraising activities
- Develop grant proposals and present to potential sources for individual, corporate and foundation funding
- Liaison between Variety and the business community, individuals, other non-profit agencies and media throughout the state
- Manage and supervise the annual grant process and distribution of grant funds
- Recruit and coordinate volunteer committees across the state
- Educate the community and other organizations about Variety – the Children’s Charity

SPECIAL OLYMPICS IOWA

Vice President of Development, October 1989 to June 2000

- Coordinated the overall development efforts for Special Olympics Iowa
- Coordinated national fundraising projects
- Oversaw direct mail and telemarketing efforts
- Provided development training to local, state and national audiences

HMO IOWA

Account Representative, January 1987 to October 1989

Customer Services Representative, July 1985 to January 1987

- Developed Customer Services Department
- Sold HMO product to Des Moines area businesses
- Presented HMO product at employee meetings
- Provided ongoing assistance and support to accounts