

Aubrey Alvarez
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Overview

- Excellent communication skills – both verbal and written
- Analytical
- Strong capacity to handle multiple tasks at one time
- Effective problem solving skills
- Ability to stay on target to complete goals regardless of obstacles or adverse circumstances

Professional Experience

EAT GREATER DES MOINES, Des Moines, Iowa

2013-current

Executive Director

- Responsible for successful development of newly formed organization working towards non-profit status
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve organizational goals

UNITED WAY OF CENTRAL IOWA, Des Moines, Iowa

2010-2013

Pledge Services Manager

- Oversee pledge processing of \$25 million campaign annually
- Responsible for streamlining pledge processing – speeding the process up by a full 6 weeks and recognition of \$3 million 2 months ahead of schedule
- Cut costs of my department by half through new streamlined processes
- Manage staff of 4 pledge processing clerks
- Serve as the main point of contact for over 450 non-profit organizations regarding donor designated funds
- Responsible for accurate and timely distribution of over \$5 million dollars in donor designations
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Loaned Executive

- Started as one of 15 seasonal employees and was promoted to full-time, permanent status to take on a new role for the agency

- Managed over 30 fundraising accounts
- Personally secured \$500,000 for United Way's 2010 fundraising campaign
- Made presentations to groups of up to 300 people
- Developed relationships with new clients through cold call techniques

GRAND VIEW UNIVERSITY, Des Moines, Iowa

2010-current

Adjunct Professor

- Teach two courses over 100 students annually (health and wellness classes: Lifetime Fitness and Wellness; Fitness and Well-Being)
- Develop curriculum and course materials
- Research current trends and topics to share with students in classroom setting
- Facilitate class discussions and create inclusive class environment

THE HEALTH AND WELLNESS INSTITUTE, Des Moines, Iowa

2008-2010

Senior Health Coach

- Coordinate the monthly goal activity and professional development of seven health coaches located throughout Iowa
- Responsible for the performance level specifications for a region
- Collaborate directly with Wellmark Blue Cross Blue Shield and Farm Bureau Financial Services to develop program strategies to enhance and expand services provided by The Health and Wellness Institute
- Play a significant role in the creation, marketing, implementation and evaluation of a state-wide health screening program
- Achieve same performance metrics for all health coaches including:
 - One-on-one and telephonic coaching services
 - Engage Farm Bureau agents to promote the health coaching program
 - Provide and support community based health related seminars and events
 - Identify and engage additional health professionals within community to collaborate
 - Connect coaching participants with appropriate health plan programs and services as well as community resources to help reach their health goals

ITAGROUP, West Des Moines, Iowa

2007-2008

Performance Solutions Strategist

- Develop successful sales programs by analyzing data to determine best potential strategy based on audience demographics, program goals and budget
- Coordinate all aspects of promotion design and sale, including: marketing, communication, technology, awards and program administration.
- Develop and manage program financial strategies to ensure company's contribution margin goals are met and the clients perceive value.
- Ensure proposals deliver a compelling recommendation supported by analysis, administrative and communication strategies and effective award mechanisms to engage and energize program participants.
- Present program proposals supported by analysis, administrative and communication to Fortune 100 companies

THE PRINCIPAL FINANCIAL GROUP, Des Moines, Iowa

2004-2007

Program Coordinator

- Oversaw 40 contract employees, including: recruitment, training, payroll, performance evaluations and contract negotiations
- Created a company-wide fitness incentive program resulting in 5,000 participants nationwide

Other Activities

Greater Des Moines Leadership Institute

2015 Class

Project Connect Mentor

2009-current

- Meet weekly with two students

Education

Masters of Public Administration

Drake University, Des Moines IA

GPA: 3.91/4.0

Bachelor of Arts

University of Northern Iowa, Cedar Falls IA

Cumulative GPA: 3.68/4.0