

Rachel Manuel Bruns

6207 Dagle Dr, Des Moines, IA 50311

(515) 720-5892

rachel.m.bruns@gmail.com

PROFESSIONAL PROFILE

Relationship and results oriented leader with experience in government/nonprofit administration, event and volunteer management; resource and partnership development; and public relations. Responsible, team player with passion for philanthropy, community engagement, and continued learning. Proficient in Microsoft Word, Excel, PowerPoint, web and social media tools.

PROFESSIONAL EXPERIENCE

Deputy Director: America's Service Commissions

Des Moines, IA; May 2013 – present

- Manage five regional national service training conferences benefitting 1,500 national service program directors and state service commissions
- Facilitate ongoing professional development and convening of 53 governor-appointed state service commissions including Annual Leadership Summit, Annual Meeting & Reception, and monthly virtual Learning Communities
- Coordination of national work groups on pressing issues impacting the field of national service to identify solutions and implement a strategy for resolution

Strategy & Development Officer, Iowa Commission on Volunteer Service: Iowa Economic Development Authority

Des Moines, IA; May 2013 – present

- Trainer for Service Enterprise Initiative, a change management process for nonprofits to better leverage the skills of volunteers to increase effectiveness and efficiency
- Administrator of the Governor's Council on National Service, creating new national service programs to address critical needs, the first-in-the-nation Governor-led initiative to expand service
- Coordinate special projects including Volunteer Software Task Force, The Franklin Project, and What's Your 50 campaign

Director, Volunteer Wisconsin: Nonprofit Center of Milwaukee

Milwaukee, WI; July 2011 – May 2013

- Developed and implemented strategic plan to expand volunteerism in 44 counties
- Established statewide partnerships and marketing initiatives
- Delivered webinar and in-person nonprofit volunteer management training workshops
- Grant writing, resource identification, and management of \$107,000 budget
- Developed and maintained social media sites utilizing hootsuite; website development and maintenance; creation of monthly e-newsletter using mailchimp
- Supervised staff

Executive Director: Iowa Campus Compact

Des Moines, IA; August 2009 – June 2011

- Developed three new funding and collaborative programming partnerships
- Facilitated professional development for hundreds of faculty and staff including conferences and webinars
- Managed three statewide national service program grants including Learn and Serve America, 130 AmeriCorps State members, and 23 AmeriCorps VISTAs
- Created organizational strategic plan, oversaw \$150,000 budget, managed grants and revamped programs
- Developed new website, launched facebook and twitter presence, and created monthly e-newsletter
- Supervised on-site AmeriCorps VISTA members and interns

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PROFESSIONAL EXPERIENCE – continued

Volunteer Engagement Coordinator: United Way of Central Iowa

Des Moines, IA; June 2008 – August 2009

- Created new volunteer initiatives with Women's Leadership Connection and Emerging Leaders Program
- Identified community volunteer needs working with more than 200 community nonprofits
- Managed online volunteer matching database hosting more than 400 local opportunities
- Directed United Way Worldwide award-winning young adult engagement strategy
- Coordinated 2008 floods Volunteer Reception Center and Central Iowa Recovery Network volunteers

CONSULTING

- State Service Plan: Michigan Community Service Commission (Feb. – May 2013)
- State Service Plan: Iowa Commission on Volunteer Service (Sept. – Nov. 2012)

BOARD AND VOLUNTEER EXPERIENCE

- Communications Council Manager: Junior League of Des Moines (2014-present)
- Board President, Central Iowa Alumnae Chapter, Alpha Phi International (2014-present)
- Organizational Development Co-Chair: Young Nonprofit Professionals Network of Des Moines (2013-present)
- Breakfast Club Volunteer: Children and Family Urban Movement (2014-present)
- Foster Home for Dogs: Furry Friends Refugee (2013-2015)
- Board, Marketing Chair: Young Nonprofit Professionals Network of Greater Milwaukee (2012-2013)
- Board, Resource Development & Strategic Plan Chair: America's State Service Commissions (2009-2013)
- Board Member: City of Milwaukee Anti-Graffiti Policy Committee (2011-2012)
- Recruitment Advisor: Eta Mu Chapter, Alpha Phi Fraternity, Marquette University (2011-2013)
- Signature Project Committee, Kids Matter, Inc: Junior League of Greater Milwaukee (2012)
- Site Coordinator: DU Good Day Milwaukee, Drake University (2011 & 2012)
- Mentor: Big Brothers Big Sisters of Central Iowa (January 2009 – June 2011)
- Commissioner: Iowa Commission on Volunteer Service (Aug 2009-June 2011)

PROFESSIONAL DEVELOPMENT AND TRAINING

- American Express Leadership Academy, Center for Creative Leadership (2012)
- Principles and Techniques of Fundraising; University of Indiana – Purdue University (2010)

INTERSHIPS

- Student United Way Intern: United Way of Central Iowa, Des Moines, IA (Jan. – May 2008)
- Marketing Intern: Better Business Bureau of Greater Iowa, Des Moines, IA (May 2006 – Jan. 2008)

EDUCATION

Master of Public Administration, 2010

DRAKE UNIVERSITY – Des Moines, IA; Concentration: Public Policy

Bachelor of Arts and Bachelor of Journalism and Mass Communication, 2008

DRAKE UNIVERSITY – Des Moines, IA; Majors: Law, Politics and Society; Public Relations