

Cynthia H. Gubb

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Years of Experience in Fundraising and Development Management: 13

Years of Experience in Corporate Community Relations and Community Development: 22

Professional Strengths:

- Clear focus on organization's mission guiding the execution of all work responsibilities
- Possess the capability and finesse to forge alliances and build consensus
- Team leader and player
- Diplomatic, empathetic, thoughtful, kind
- Goal-oriented
- Creative
- Thrive on challenge and change

Skill Sets:

- Excellent communication skills
- Work independently as well as in a group setting
- Well-organized, able to work on many projects at once
- Proficient with Microsoft Office

Employment History: Burr and Burton Academy
P. O. Box 498
Manchester, VT 05254

Job Title: Director of Advancement (June 1, 2005 – April 1, 2019)

Reported to: Headmaster

Involved with: Board of Trustees, Board Advancement Committee and Chair, Advisory Council and Parent Association, member of the Administration Team

Responsibilities included:

- Managing all aspects of fundraising activities including annual giving, corporate sponsorships, planned giving, endowment, capital campaigns, foundation solicitation, grant writing, and coordination of parent fundraising committee
- Overseeing all aspects of donor relations including cultivation, acknowledgement, recognition and stewardship to maintain long-term relationships for financial support and creating and executing special events celebrating the generosity of our donors

- Managing relationships with important constituent groups to make them feel a part of the Burr and Burton family in order to support our institution financially (includes the Board of Trustees, the Advisory Council, the Parent Association, and the Alumni Association)
- Overseeing all publications, printed materials, communications, social media generated by the school; creating and maintaining a cohesive, consistent look for all Burr and Burton marketing and collateral material to reflect our mission and brand identity

Prior to Burr and Burton: Chittenden Bank (now People's United Bank)
Two Burlington Square
Burlington, VT 05402

Positions: Senior Vice President and Director of Community Development (1999 – 2005)
Vice President and Community Relations Manager (1992 – 1999)

Responsibilities included:

- Creating and managing the community development program for the company which included Socially Responsible Banking program; special loan programs, sales and marketing. Corporate Donations Program; a strategic program based on company priorities. Chittenden Bank Scholarship Program; created program, managed selection process, hosted annual scholar lunch with senior management. Community Development Activities; affordable housing investments, sponsorship and partnerships with appropriate organizations, revitalization programs, employee volunteer programs, public relations for all community development activities.
- Managing the Community Relations programs, public relations, spokesperson for the company, corporate communications and image (including annual report, signage), branch promotions and event management, employee recognition programs and educational programs.
- Community Reinvestment Act (CRA) Officer

Education and Certificates

College of William and Mary, Williamsburg, VA: **B.S. in Biology** and
Virginia State Teaching Certificate

Boston College Carroll School of Management, Center for Corporate Community Relations,
Boston, MA: **Certificate in Corporate Community Relations**

C.A.S.E. Institute 2006: **Summer Institute for Educational Fundraising**

Professional Memberships and Community Involvement

- Board Member of the Vermont Catholic Community Foundation
- Advisory Board Member of Vermont Community Development Program (16 years)
 - Appointed by Governor of Vermont; Board Chair of the VCDP
 - Board recommends funding for Community Development Block Grant Program (Grant budget of approximately \$6 million)