

Michael Skinner Mendelow

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Objective

To tell compelling stories of people benefiting their communities. In so doing, to apply my writing talent, creative energy, and 20+ years of experience to the task of linking nonprofit and educational organizations with key audiences—including the general public, supporters, and volunteers.

Professional Experience

Contract Writer/Editor, 2008 to Present

Available up to 20 hours per week for writing and editing projects in support of community organizations benefiting children, the arts, human/LGBTQ rights, health, education, and the environment. Specialties include grantwriting. Enjoy interviewing experts to write profiles, editorials, and substantive articles. Adept at managing the production process with photographers, designers, and printers. Open to creating internal and external communications, printed pieces, and web modules.

Managing Editor, *Connection Magazine*, 2006 to Present

National Court Appointed Special Advocate (CASA) Association (Seattle, WA)

Serve as managing editor of quarterly magazine *The Connection* (circ. 41,000), published by this national, volunteer-based child advocacy organization serving 900+ local CASA programs. Lead editorial board, solicit contributions from internal and external authors, interview subjects, write articles and profiles, copyedit content, provide direction to photographers, and manage production process with designer and printer. Interviewed movement founders and performed in-depth archival research to lead creation of 30th anniversary issue (spring 2007). Respondents to recent online reader survey rated the following attributes of the magazine as effective to extremely effective: clarity of writing (98%); making reader better informed about child welfare issues (91%); and helping reader feel more connected to a national cause (89%). Edit other publications read by CASA staff and supporters nationwide.

Editorial Specialist, 2004 to 2008

National CASA Association (Seattle, WA)

In addition to serving as managing editor of *Connection* magazine since 2006 (described above), was responsible for web content and a variety of publications. Managed content for nationalcasa.org, a marketing website aimed at the general public. Led the content team for the redesign debuting in 2006, leading to a 23% increase in visitor sessions in 2007 (to approximately 690,000). Wrote, edited, and managed production of three agency annual reports. *One Child's Story*, the 2005 edition, won three awards from the League of American Communications Professionals, including first place in the annual report category for organizations with budgets up to \$1 billion. Edited and formatted other publications read by CASA staff and supporters nationwide, including manuals, newsletters, and donor collateral.

Foundation Relations Manager, 2001 to 2004

National CASA Association (Seattle, WA)

Performed prospect research, project development, funder cultivation and stewardship, proposal and report writing, and other aspects of foundation and corporate grantseeking. Drafted proposals and reports for annual \$3.8 million grant from the Department of Justice.

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Professional Experience (Continued)

Development Director, 1999-2001

Grants Director, 1998-1999

Blind Babies Foundation (San Francisco, CA)

Raised \$1,000,000 per year from foundations, corporations, and individuals. Oversaw grants, major gifts, direct mail, planned giving, and special events as well as community relations. Supervised three staff members. Wrote or edited all grant proposals and reports, increasing funding commitments by 45% in one 12-month period.

Contract Grantwriter (Oakland and San Jose, CA), 1991-1998

Developed proposals to funding agencies for nonprofit organizations. Identified sources, wrote proposals, and performed stewardship activities. Over three years, secured \$1.3 million in funding for San Jose Repertory Theatre. At AIDS Resources, Information & Services of Santa Clara County, helped more than double corporate and foundation revenues two years in a row. First grantwriting assignment resulted in federal award of \$12.9 million to the California Community Colleges.

Office Manager/Grant Developer, Patrick & Associates (San Jose, CA), 1992-1994

Managed the flow of all work and correspondence for fundraising consulting firm. Provided liaison with clients, employees, and contractors. Performed direct client work, including prospect research, proposal writing, and project tracking.

Freelance Writing and Electronic Publishing (Fresno and San Jose, CA), 1989-1992

Provided writing, editing, and electronic publishing services to business and education clients. Completed projects from research to creation of copy to production of camera-ready art. Composed and typeset newsletters, proposals, annual reports, books, manuals, and brochures.

Technical Writer, FIserv Fresno, Inc. (formerly GESCO Corp.), 1986-1989

Wrote and formatted user manuals documenting financial data processing systems. Participated on development teams for new products. Edited client newsletters, proposals, and marketing presentations. Trained new Publications Department employees.

Education and Training

- Bachelor of Arts in English, Magna Cum Laude, California State University, Fresno, 1985
- Web Content Design for Writers and Editors (6 weeks), Bellevue Community College, 2005
- Principles and Techniques of Fund Raising (1 week), Fund Raising School, 1999

Affiliations and Volunteerism

- Northwest Independent Editors Guild: member (2008 to present)
- Puget Sound Grantwriters Association: member (2008 to present)
- Greater Seattle Business Association: member (2008 to present)
- Child Welfare Fund Awards for Youth in Foster Care: essay judge (2007 to present)
- Seattle Pro Musica: singer (2003 to present)

*Writing and editing samples shown at www.michaelmendelow.com.
References available by request.*