KATE T. ASSELIN 45 Park Avenue, Verona, NJ 07044 (973) 489-8978 ktasselin@gmail.com

SUMMARY

Mission-driven administrator with key strengths in operations management, human relations, strategic planning, program assessment and organizational development. Proven high-level organizational, analytical and written communication skills, including grant writing and reporting. Higher education, school system and non-profit sector experience. Professional, collaborative, creative, dedicated and principled.

PROFESSIONAL EXPERIENCE

EDUCATION ADMINISTRATION

Senior Director of Administration *2005—2017*

University Advancement, Seton Hall University, South Orange, NJ.

Leadership team position with oversight for human resources (75+ employees) and budget ($11M+); intra-division planning, coordination and reporting; liaison to central University Finance and Human Resources. Division representative, Strategic Plan Steering Committee; Middle States Reaccreditation Committee. Center for Vocation and Servant Leadership mission programs working group, “Catholic Worldview” seminar series presentations.

Assistant to the Vice President *2003--2005*

Seton Hall University, University Advancement, South Orange, NJ.

Key role in management of the University’s sesquicentennial celebration and $150 million capital campaign, successfully completed 2007. Wrote communications pieces, prepared *Annual Report*; executed major projects and funding proposals. Co-Chair, 150th Committee; staff to Advancement Committee, Board of Regents.

Director of Records and Registration *1982--1988*

Columbia College, Chicago, IL.

Responsible for planning, development and management of all Records Office operations and systems, registration, degree certification and graduation. Supervision of ten full-time and 50+ part-time/temporary staff.

FUNDRAISING COMMUNICATIONS

Consultant/Grant Writer *1988--present*

Consultation and grant writing for various humane, education and faith-based non-profits, including Hillsdale County Humane Society, Chicago Board of Education, Capuchin Franciscan Friars and State Bar of Michigan “Access to Justice” Initiative. Taught grant-writing seminars for professional organizations at Loyola University Chicago. Presented “Spirituality of Fundraising” at religious community development conference.

Director of Development Communications *2000--2003*

Corporate and Foundation Relations, Loyola University, Chicago, IL.

Proposals to fund capital, endowment, scholarship and program priorities and new initiatives; developed system for gift acknowledgements and donor reporting; chaired Stewardship Task Force; developed campaign communication pieces.

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Coordinator for Proposal and Report Writing *1988--2000*

Hillsdale College, Office of Development, Hillsdale MI.

Researched, wrote and edited grant proposals and reports to private foundations, corporations and individuals. High volume, high funding rate, seven-figure grants. Concept, design and copy for appeals, brochures and other college publications.

RESEARCH AND EVALUATION

Program Evaluator/Consultant *1977--1980*; *1988*

Chicago Board of Education, Department of Research and Evaluation, Chicago, IL. Design, data collection and control, evaluation and analysis for various studies and programs. Contracted to re-write backlog of reports for Federal/state funded programs.

Assistant to the Dean of Institutional Research *1980--1981*

Columbia College, Chicago, IL. Designed, analyzed and prepared statistical information for mandated external and internal reports necessary to the planning and operation of the College.

EDUCATION

Seton Hall University, South Orange, NJ

Certificate in Non-Profit Financial Management

Graduate credits in spirituality, ministry and theology.

Loyola University, Institute for Pastoral Studies, Chicago, IL

Graduate credits in psychology, spirituality, Scripture and history.

University of Chicago, School of Education, Chicago, IL

Graduate credits in doctoral degree program in the sociology of education. Emphasis on statistical analysis and research.

University of Pennsylvania, College of Arts and Sciences, Philadelphia, PA

 B. A., *cum laude* in Sociology and Urban Studies. Graduate credits in education policy and organizational development.

SERVICE and AVOCATIONS

Secular Franciscan Order (OFS); council service for both Most Holy Name Fraternity (treasurer) and Our Lady of the Angels Region (secretary). Eucharistic minister, Our Lady of the Angels R.C. Church (Little Falls, NJ). Trustee, Missionary Sisters of the Immaculate Conception (SMIC) retirement fund. Volunteer, Jersey Animal Coalition; NJ Interfaith Care Network (homeless families, refugee assistance). Writing and illustrating children’s books; classical music, travel, nature and animal-lover.