

JANE BROWN WILLIG

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PROFILE

Strong foundation in non-profit management, financial operations, and computer applications, complemented by knowledge of business operations and the need for customer-focused service. Track record of initiative and achievement — seeking out community enhancing projects, expanding job description boundaries, volunteering in community, and being selected for positions of responsibility within her chosen field.

MANAGED & *AUTHORED GRANTS

NC Arts Council – \$12,000 - \$20,000 per year 2003-2008
Community Foundation of WNC- \$12,000 2008-09
Handmade in America – Quilt Trails - \$5000.00 2007
M-Y Partnership for Children – \$20,000 - \$40,000 2003 - 2006
Duke Endowment – 3 years- \$90,000.00 2000-2003
*Community Foundation of WNC – \$15,800 2003-2004
*Sisters of Mercy - \$15,000 – 2003-2004

QUALIFICATION

25 years Accounting and Budget experience
15 years of QuickBooks experience – 6 years utilizing non-profit version
10 years in Administration and Management of non-profit organizations
10 years of personal sole proprietorship business – Artistreenc.com
25 years of management of family jewelry business –
MattWilligDesigns.com

EXPERIENCE

- 1. Artistree Consulting www.artistreenc.com** 12/2009 – Present
Office Systems Design and Financial Management Services, currently consulting with Whole Systems Associates, Burnsville, NC
Wire Works Jewelry Design – handmade one of a kind wire creations
Exhibitions of and guided tours of the Artisans of WNC
- 2. Toe River Arts Council** 02/2002-09/2010
Operations and Finance Manager
Finance: In full charge of budgets, accounts, financial reports, including annual 990 tax return. Maintain personnel files and file federal/state government taxes.
Membership: Cultivate new members, manage membership renewal and supervise data base management.
Tourism: Event coordination and development, seek out funding and sponsorships for events, perform public relations duties and public speaking engagements, develop and place related advertising.
Personnel: Hiring, training and managing staff (11) for two (2) locations of gift shops, galleries and administrative offices. Cultivate, train and manage volunteers.
Technology: Update and maintain all computers, software and hardware. Manage and update software for database management for memberships, artist directory, volunteers and mailing lists.
Facilities: Expand locations, refurbish and repair both.
Scholarships: Advertise, allocate and present scholarships for MHHS seniors in arts related fields.

3. **Middle School Health Centers** 1999-2002
Manager
Grants: wrote and defended to insure continuance and accreditation.
Finance: implemented medical billing for centers.
Public relations: with parents, school staff and community.
Board: coordinated meetings and trained new board members
Facilities: remodeled, refurbished and operated new facilities
Personnel: trained and supervised employees and contract workers; i.e., doctor, nurse practitioners, medical assistants, nutritionist and mental health counselors
Programming: promoted healthy lifestyles and helped students understand their physical and mental health
Promoted partnerships: Yancey County Health Department, Yancey County Schools, Graham Children’s Health Services, Mission Hospital and Bakersville’s Dental Clinic

4. **Spruce Pine Montessori School** 1999-2003
Finance Manager – Full charge of school finances and budget

5. **Arthur Morgan School** 1996-1999
Finance Manager – Full charge of school finances and budget

6. **Toe River Craft Shop** 1995-1997, 2011,12
Shopkeeper and Bookkeeper - Manager and full charge of record keeping

COMMUNITY INVOLVEMENT

Carolina Mountain Literary Festival –Treasurer 2016 & 2017; Volunteer Coordinator 2014, 2015 & 2016, Registrar 2016
Burnsville Land Community. LLC – Financial Manager (Latino Housing Project at Mack Park)
TRAC Paint Out – Fundraising and Management of Event
Mtn Heritage Tennis Court – resurfacing – Networked Yancey County School Board, YC Health Dept and GCHS Grant funds and personnel
Rotary International – Help with Fundraising for Scholarship fund.
TRAC – public speaking with community leaders for grant funding, Career days for High Schools and Art Education in the schools.

CONTINUING EDUCATION

Duke Program – Legal responsibilities of financial records for non-profits
Community Found of WNC - Randy Siegel – Building Your Influence and Harnessing your Power to Connect
UNCA Reuters Center – Leadership Training for Community Projects

REFERENCES

Kathy Weisfeld - Program Chair - Carolina Mountains Lit Festival 675-5446
Sarah House - Former Treas. TRAC Board - 675-0980
Lynda Kinnane – Ex. Dir. Toe River Health Dept – 682-6136
Wendy Reid – Owner, The Design Gallery - 678-9869
Geraldine Plato – Past Director, Spruce Pine Montessori 765-5785
Joyce Johnson – Past Dev. Dir. Arthur Morgan School - 675-4555
Becky Gray – President, Toe River Craft Shop – 675-4998