



Ms. Pat Richter

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SUMMARY

A high performing and senior level nonprofit professional with a wide range of skills wishes to join an outstanding team at a dynamic organization, preferable in the health care field, with high ethical standards.

EXPERIENCE

*Director, PRQuickhelp Nonprofit Consulting and Coaching, NY and NJ
2001-2014*

Long and short term consulting services for foundations government entities, and nonprofits both alone and in collaboration with the Support Center for Nonprofit Management/Partners in Philanthropy.

Accomplishments

- Meeting planning and facilitation for the American Academy of Pediatrics and the Center for Birth Defects and Developmental Disabilities
- Facilitation of a three year strategic plan for the Monmouth County Council for the Arts, the Connecticut Health Foundation, the National Birth Defects Prevention

EDUCATION

1987 PACE University
White Plains, NY
Master's in Public Administration,
Health Care Specialty
1973 State University of NY
New Paltz, New York
Bachelors of Science in Education

SKILLS

Program management, grant administration, proposal writing, strategic planning, organizational assessment, interim management, coaching

REFERENCES

Harriet Joynes, COO, Support Center for Nonprofit Management
Ellen Cutler, Ass't Executive Director, Yonkers Partners in Education
Regis Obijiski, NYS Office of Persons with Developmental



Network, Literacy Partners, and the Monmouth Council for the Arts

Disabilities

- Government and foundation proposal writing for multiple NY and NJ nonprofits
- Organizational assessments for multiple NY and NJ nonprofits
- Interim Development and Business Management services and search for 180 Turning Lives Around, Community Church of NY, Hebrew Immigrant Aide Society, and the Business Center for New Americans
- Program Officer for the Connecticut Health Foundation

***Director of Planning and Community Services, March of Dimes, White Plains, NY
1992-2001***

Responsible for leading a five member team providing oversight to program planning and community service activities. The team provided technical assistance and training to national, regional and chapter offices in the areas of community grants, needs assessment, program planning, and quality assurance.

Accomplishments

- Development of procedures, guidelines, and other quality assurance tools to guide grants administration, collaborations, resource allocation, recognition and chapter performance
- Design and implementation of an annual electronic survey of mission activities and grant allocation to collect and analyze data and trends.
- Provision of program and policy guidance in the areas of tobacco alcohol, and other drug use, domestic violence, and adolescent pregnancy.
- Creation of a web-based perinatal profiles tool that included key maternal/infant outcomes nationally and locally
- Administration of a two million dollar grants program annually

***Prevention Coordinator, New Horizons Resources, Pleasant Valley, NY
1989-1992***



Responsible for leadership of a three year grant project funded by the New York State Developmental Disabilities Planning Council. The project's mission was to coordinate a wide range of programs and activities to prevent developmental disabilities in the Hudson Valley area.

Accomplishments

- Creation of a clearinghouse for information related to perinatal substance abuse, lead poisoning, genetics, accident prevention, and other factors affecting healthy birth outcomes
- Provision of community workshops and support for advocacy activities
- Funding community based projects to encourage healthy pregnancies

*Director, Disaster and Social Support Services,
American Red Cross, Poughkeepsie, NY
1987 - 1989*

Responsible for leadership in the delivery of mandated services in the areas of disaster relief and services to military families.

Accomplishments

- Supervision and training disaster volunteers and overnight staff to insure disaster response 24/7.
- Provision of on-site emergency assistance, damage assessment, and shelter to victims of disasters
- Provision of social support services to military dependents
- Facilitation of emergency communications regarding military leave requests
- Consultation and planning with elected officials and organizations in the prevention of, preparation for, and coping with natural and manmade disasters
- Administration of program of emergency assistance to the homeless

*Assistant Director of Operations, Putnam ARC,
Carmel, NY
1981 - 1985*

Responsible for administrative leadership for a residential program



serving adults and children with developmental disabilities.

Accomplishments

- Supervision of five Intermediate Care Facilities and five Community Residences serving developmentally disabled persons
- Insuring federal and state standards compliance
- Maintenance of Social Security and Medicaid eligibility for residents
- Development and implementation of a guardianship program
- Provision of crisis intervention
- Supervision of nursing department and supervision and evaluation of key staff
- Developing the first dual-diagnosis intermediate care facility in NY

Various positions in Westchester County NY with nonprofits providing residential services for adults with mental illness and/or developmental disabilities

(Search for Change, Opengate, and Westchester Jewish Community Services)

1979 -1981

Volunteer Work

- Pro bono consultation, training, and proposal writing for small nonprofits (e.g. Monmouth Symphony Orchestra, Atlantic Highlands Arts Council)
- Faculty for the Support Center for Nonprofit Management/Partners in Philanthropy
- Policy and procedure development and foundation research for Family Resources Associates, an MR/DD agency
- Assistant with Therapeutic Riding Program (SPUR) serving adults and children with disabilities

