

VICKIELEE WOHLBACH

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QUALIFICATIONS SUMMARY

- Producer of highly successful development, fundraising and celebratory events: 25 years
- Events scriptwriter and message strategist; skilled editor and proofreader
- Professional stage actor and singer; creative; connected to arts and non-profits communities
- Proven problem solver and resource maximizer; accounting and tech savvy
- Proficient computer skills; excellent written and verbal communication skills
- Quick learner; curious intellect; project manager; self-starter; team player; confidential

TECH SKILLS

Both Mac and PC fluency: Word, Excel, PowerPoint, Outlook, Teams, Zoom, database savvy, Flipbook auction catalog design, iMovie, QuickBooks, MaestroSoft, WordPress, Greater Giving

SPOTLIGHT EVENTS: Principal www.spotlighteventsnw.com (2013 - present)

Founded a new, independent events production company after decades of experience and connections working in the Seattle arts and non-profit sectors. Launched company and website to produce diverse successful events. Managed all elements of new business startup, development, key messaging, licensing and client relations. Ongoing client capacity.

NORTHWEST CHILDREN'S FOUNDATION: Events & Volunteer Manager (2013 – present)

Key member of high-energy development team to launch, manage, grow and recently pivot online dozens of events of all sizes, including: annual signature gala with auction; golf classic; community educational forum (*online live-stream audience of more than 1,500*); third party beneficiary events; “Girls Night Out” holiday fundraiser at Molbak’s; board meetings and more. Responsible for recruiting, engaging, scheduling and retaining volunteers including highly skilled designers for special projects, year-round standing committee memberships, and more than 80 onsite volunteers for larger galas. Manage coordination of all production elements including vendors, venues, catering, AV, script production and cueing, expense tracking, contracts, in-kind donations.

WELLSPRING FAMILY SERVICES: Special Events Manager (2002 – 2012)

Produced all Wellspring development and celebratory events for 10+ years, including: breakfast and luncheon fundraisers; grand openings and groundbreakings; rock concerts; major donor house parties; family music and movie nights; employee all-agency days; holiday open houses; The Wellspring Awards. Doubled their signature event *Powerful Change Luncheon* from a 500-seat/\$250K event to a highly successful annual 1,000 seat/\$500K fundraiser, significantly increasing fiscal stability and outreach for the organization. Co-crafted feasibility study to successfully launch Wellspring’s capital campaign. As key member of development team, managed donor database including donor entry through acknowledgement, reconciliation, budgeting and analytics. Responsible for recruitment and stewardship of event table captains and sponsors. Managed Wellspring’s Holiday Toy Room, delivering more than 3,000 toys to 1,000 children annually. Coordinated efforts of individual and group volunteers, and hundreds of donation drives.

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W.O.M.A.D. USA: Director of Volunteers

Created and implemented volunteer system for international, multi-venue festival of music and dance. Recruited, deployed and stewarded more than 300 volunteers to fill more than 700 shifts, successfully staffing the four-day performing arts festival. Member of lead production team.

ALLIED ARTS OF SEATTLE: Auction Producer/Special Projects

Came in at final hour to produce Gala Auction, successfully funding the non-profit organization for another year. Coordinated Honors Banquet. Wrote grant applications for new computers and peripherals. Upgraded antiquated membership database.

THE EXPERIENCE MUSIC PROJECT: Event Management & Production

Served on the new museum's initial startup production team launching their first public events through initial months of operation. Stage management of concerts, artist relations, delegation of support staff and technical coordination for more than 20 public workshops and performances weekly.

AMERICAN MUSIC/MARKETING: Editor/Marketing/Graphics

Contributing editor, proofreader and graphics assistant for award-winning *American Music News*. Collaborated on production and design of point-of-purchase retail signage and displays, print and broadcast media. Multi-discipline administrative support to Vice-President.

BEAR CREEK RECORDING AND MUSIC PRODUCTION: Studio Manager & Accounts Team

Responsible for client services and hospitality, project tracking, maintenance of recording libraries, Accounts Payable & Receivable, payroll, scheduling of studio operations. In-house singer.

EVENTS AND SPECIAL PROJECTS

- Breakfast and Luncheon Fundraisers / Live-Stream Virtual Events / Gala Auctions
- Grand Openings / Golf Tournaments / Family Music and Movie Nights
- Rock Concert Fundraisers / Holiday Open Houses / Recognition and Honors Banquets
- International Festival Volunteers / Community Forums / Annual Budgets
- Sponsor and Table Captain Recruitment / Grant Writing and Research

ADDITIONAL EVENTS:

Bumbershoot Arts Festival: Venue Manager | **Seattle International Children's Festival:** House Manager
Showtunes Theatre Company: Box Office Manager | **Actors Equity Association:** 100th Anniversary Party

PROFESSIONAL PERFORMANCE: ACTOR & SINGER CREDITS (partial list)

Seattle Children's Theatre, 5th Avenue Theatre, Furusato Theatre of Japan, Village Theatre, Speeltheatre Holland, Coeur D'Alene Summer Theatre, ACT, The Empty Space, Cabaret de Paris, Tacoma Actors Guild, Savannah Theatre Company, Atlanta Stage Company, Flat Rock Playhouse, Nebraska Theatre Company. Performing bands include: Modern Angels; The Usual Suspects.

EDUCATION

- Pennsylvania State University: BFA, high distinction graduate
- Post-graduate studies: tax prep, business management, marketing, Japanese studies
- Northwest Business Training Center

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