

Mollie Matull / *work and community volunteer experience summary*

work experience

2000 – present / The Presidio Trust

2015 – present: Leadership Team Project Manager

Supporting interim leadership team during executive leadership transition. Manage projects and activities in support of the Trust's strategic plan, Strategy 2020, and organizational development initiatives. Prepare communications, activity plans and project information for leadership team and staff. Liaise with board of directors and support board-staff engagement efforts including meeting and document preparation.

2014 – 2015 : Education Initiative Manager

Led strategic planning effort focused on Presidio Trust education programs. Created and led two staff teams to inventory our current programs that share learning, develop shared learning outcomes and a focus for education programs that supports the Trust's overall strategic goals, and to identify key next steps or prototypes. Observed various Trust and partner programs, and engaged a diverse staff group in discussions about the Trust's education work and its potential. Supported staff in program development, coordination and delivery. Engaged and developed relationships with community leaders, including at the City and County of San Francisco, the San Francisco Unified School District and the YMCA of San Francisco. Represented the Presidio Trust in meetings and conferences with partners and external meetings. Served as the Trust representative on the managing team of the Park Youth Collaborative (PYC) – worked collaboratively with the PYC partners and board members to move the work of the initiative forward, oversaw key initiatives for the PYC including a transportation study, the development of a youth campus in the Parklands project area, the rollout of shared professional development and program evaluation efforts and the initiation of a study on shared data collection and information dissemination. Provided Trust board, leadership and staff with regular updates on the work of the initiative. Presented draft report to the Director of Heritage Program and Sites and the Managing Director of the Presidio Institute with the initiative work – program focus, desired outcomes, inventory, prototypes and next steps.

2003 – 2014 : Senior Advisor to the Executive Director – Executive Initiatives/Board Relations

Starting role was Executive Assistant to the Executive Director. During my term of serving the Executive Director, promoted to the role of Senior Advisor to ED and a liaison to the board of directors. In this role: managed the daily activity and schedule for the ED. Liaison for ED with board, staff, partners and external contacts. Advised the ED on various projects/issues. Recommended various systems and processes to support effective executive office management and relations. Managed executive office budget, staff and contractors. Day-to-day management of board of directors affairs. Meeting management support, including agenda setting, materials preparation and meeting coordination (both internal and public) for the board of directors, leadership team, donors, special projects and agency initiatives. Prepared and provided ED and Trust leadership with relevant project information for discussion and decision-making. Supported and managed special executive projects – including supporting the development of the Presidio Institute, managing the Trust headquarters tenant improvements and move, and tracking board-directed projects. Participated in and coordinated agency strategic planning process with ED and leadership team. Supported partner philanthropic efforts. Primary focus was to scaffold the ED, board and leadership with support that enabled them to focus their expertise on agency issues and decisions.

2000 – 2003 : Executive Assistant to the Director of Planning

Managed the daily activity, schedule, and meeting coordination. Managed department budget and supported budget preparation. Coordinated public meetings for agency efforts. Special project coordination – preparation of the Presidio Trust Management Plan. Provided general department support and liaised with internal departments and key partners. Promoted to Executive Assistant to the Executive Director.

1998 – 2000 / TravelSmith

Executive Assistant to the CEOs

Managed the daily activities, scheduling, special projects, partner relations and board meetings for the two CEOs of a catalog company. Scheduled and planned board meetings. Worked with marketing department on special projects. Worked with facilities staff to manage office space, including workstation layout. Supervised reception desk staff.

1998 / Bank of America

Senior Assistant

Project management for Vice President and department staff.

Managed the daily activities, scheduling, and special projects for Vice President and department staff.

1996 – 1998 / Donaldson, Lufkin & Jenrette

Assistant to two Senior Vice Presidents and one Vice President

Managed the daily activities, scheduling, and special projects for senior investment banking executives. Prepared presentation materials. Managed extensive travel arrangements. Handled meeting coordination.

1993 – 1996 / Japan External Trade Organization (JETRO)

Trade Coordinator

Supported United States manufacturers with investigating trade opportunities with Japanese businesses. Traveled with JETRO buyers to meet with West Coast manufacturers. Developed inquiry database to gather and track inquiries from United States companies interested in doing business with Japan. Managed and wrote JETRO San Francisco quarterly newsletter for our regional audience. Was promoted to Trade Coordinator from Trade Assistant.

1992 / English language conversation instructor – Tokyo, Japan

education

1992 – BA. University of California, Berkeley

community volunteer experience

Mayor's Department of Children, Youth and their Families (DCYF)

DCYF Citizens Advisory Committee

Chair (2014-2015); Member (2007-2015). Appointed by the Mayor.

The CAC has oversight of the Children's Fund – ≈\$45M of total department budget of ≈\$70M that supports youth programs and services. The Council advises the department on their three-year planning cycle, which includes a community needs assessment, allocation plan, and RFP, as well as on other department initiatives and programs. Other duties include maintaining relationships with various constituencies, participating in community meetings, evaluating RFPs, providing feedback to the Mayor, Superintendent and elected officials. The Council sunsetted in 2015 with the completion of the initial Children's Fund measure. A new Children and Families First initiative was passed in 2014.

Expanded Learning Collaborative (formerly Afterschool for All initiative)

Council member, Financial Sustainability Work Group member (2013-present); Cost & Financing Strategies Work Group member (2008-20012); Council member alternate – parent representative (2009 -2011).

The Council aims to create a citywide afterschool system that addresses challenges and fosters collaboration to achieve a central goal: providing quality afterschool programs for all K-12 children. Supported the effort to align the district's two afterschool programs to be more fiscally sustainable – worked with DCYF staff to research and develop options to increase fiscal sustainability, communicated with and gathered feedback from Board of Education, district officials and community around alignment opportunities. Other duties include advising SFUSD and DCYF on initiatives of the Collaborative, connecting with providers and stakeholders to better understand community needs.

Mayor's Principal of the Year/Teacher of the Month Selection Panel

Panel member (2008-2009)

Reviewed applications with panel members to develop recommendations to the Mayor for ten teacher awards and four principal awards. Evaluation included school site visits.

San Francisco Unified School District (SFUSD)

Community Advisory Committee for the Student Enrollment, Recruitment and Retention Initiative

Member (2006-2007). Appointed by the Board of Education.

Evaluated school assignment data and conducted community meetings to provide findings and recommendations to the Board of Education on ways to bolster public school enrollment and retention.

Parent Advisory Council

Founding member (2003). Appointed by the Board of Education representing early education parents. Council is primary parent advisory group to the Board of Education. Founding members set foundation developing goals and by-laws. Raised awareness and value of early education within the school district.

Early Education Department (EED) (formerly Child Development Program) District Parent Advisory Council (DPAC)

Chair (2001-2002); Member (2000-2005); Parent advocate/volunteer (2000-2010).

Worked closely with department's Executive Directors on parent-related issues, budget formation, long-range planning efforts, programming matters and advocacy of the program; participated on two executive director interview panels. Led meeting of parent leaders that shared district information, included speakers on parent issues; supported parents as advocates for their students and schools. Co- led the development of an outreach video for the program.

George Washington High School

School Site Council (SSC) member (2013-present)

SSC is decision-making body on budget and Balanced Scorecard (school site plan) for school site; includes principal, teachers, students and parents.

Roosevelt Middle School

School Site Council member (2011-2014); parent/community volunteer (2010-present)

Together with the RMS science department and the Presidio Trust, developed a pathway of learning for all students. Pathway includes day field trip programs for 6th and 7th graders and a camping trip for 8th graders. Wrote and received three-year grant for school site to support funding for substitutes, teacher stipends and supply needs for students. Provide coordinating liaison support to enable program. Field trip chaperone.

Marina Middle School

School Site Council (SSC) member (2013-present)

SSC is decision-making body on budget and Balanced Scorecard (school site plan) for school site; includes principal, teachers, students and parents.

Sherman Elementary School

Reading Partners (2012). Tutored student every week during spring semester.

Parent volunteer, advocate (2004-2010). Served as room parent, on PTA Board and School Site Council. Started website for school, maintained site and updated information and pictures on school. Initiated online fundraising program via website. Invited Superintendent to tour school, highlighted strong faculty and arts program.

Presidio Child Development Center

Parent advocate/volunteer (2000-2010). Served as room parent and on Center's Parent Advisory Council. Organized parent campaign to highlight program value to the school district that kept the site open in the Presidio.

Tule Elk Park Child Development Center

Volunteer (2008-2009). Supported work on philanthropically funded project.