



REALTY
GROUP

SHANA AVERY

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PROFESSIONAL EXPERIENCE

Licensed Realtor / [FATHOM Realty](#) / San Antonio, TX / 01.2020-Present

Licensed Realtor / [JBGoodwin REALTORS](#) / San Antonio, TX / 03.2018-12.2019

Full-Time, In-Home Caregiver / 03.2017-present

Director of Development / [San Antonio River Foundation](#) / San Antonio, TX / 02.2015 to 03.2017

- Accountable for working as part of team on strategic plan, finance management, fundraising, and management leadership
- Serve as spokesperson for the Chapter; deliver presentations to various groups and manage media relations
- Planning and facilitating individual support mechanisms including Annual Campaign (\$150,000/year)
- Grant writing/managing/reporting (\$250,000/year + \$10 million Capital Campaign to build Confluence Park)
- Building/maintaining 8,000+ member database
- Supervising, training, advising, and supporting staff to ensure all individual donations, corporate gifts and foundation grants are properly solicited, recorded and acknowledged
- Maintaining high-level donor relationships via personal contact, email and direct mail
- Marketing and publications
- Implementing corporate sponsor strategy to secure corporate sponsorships
- Lead organizer for numerous annual fundraising events including Mission Reach Flotilla, Rivertini, and River Relay
- Liaison, Corporate Community, San Antonio River Foundation Board of Directors, San Antonio River Authority

Mortgage Processor / [Gold Financial Services](#) / San Antonio, TX / 10.2013 to 10.2014

- Assisting in a team environment with all areas of mortgage processing
- Ordering, securing, uploading and reviewing all needed items for every file processed including conventional, FHA and VA appraisals, homeowner's insurance, verifications of employment, title commitments, social security verifications, tax transcript requests, surveys and more
- Compiling reports and other tasks as needed for the Chief Operations Manager

Membership & Grants Manager / [Texas Public Radio](#) / San Antonio, TX / 09.2012 to 09.2013

- Planning and facilitating individual support mechanisms including annual On-Air Fund Drives (\$1.6 million/year)
- Grant writing/managing/reporting (\$350,000/year)
- Building/maintaining 10,000-plus member database
- Supervising, training, advising, supporting and evaluating department staff to ensure all individual donations, corporate gifts and foundation grants were properly solicited, recorded and acknowledged
- Maintaining high-level donor relationships via personal contact, direct mail, and by creating, implementing and overseeing all member appreciation events
- Marketing and publications



Corporate Relations Associate / Texas Public Radio / San Antonio, TX / 02.2007 to 08.2012

- Marketing and publications
- Securing corporate sponsorships
- Securing, managing and maintaining underwriting contracts with various corporate entities throughout San Antonio including Valero, H-E-B, Frost Bank and numerous others (average accounts growth 16% per year); copy writing/editing all clients' on-air messaging
- Lead Texas Public Radio organizer for *AccessAbility Fest*, which incorporated a committee of 10-15 area non-profit leaders and attracted approximately 100 Exhibitors and over 4500 individual participants in 2012; lead organizer/facilitator on numerous additional large and small-scale events each year

Executive Director & Studio 4FM Director / [Martinez Street Women's Center](#) / San Antonio, TX / 09.2000 to 01.2007

- Increased and diversified grants income each year, including establishing EPA, Americorps*VISTA, and Jesuit Volunteer Corps contracts
- Oversaw 400% increase in client outreach, from 3000 clients/year to over 12,000 clients/year
- Initiated and chaired annual fundraiser, netting \$25,000 in third year
- Managed and oversaw twelve-member staff; planned, organized and facilitated board and committee meetings; instituted significant agency bylaws revision and personnel policy implementation
- Planned and facilitated all after school and summer programming for 10 to 14-year-old inner city girls; increased clients reached by 1900%, from fifteen to approximately 300 girls/year
- Significantly increased number of contracted and volunteer commitments from area artists and professionals; significantly reduced program costs by building extensive collaborative base of volunteers and partnering agencies

Membership Development Executive / [Girl Scouts of Southwest Texas](#) / San Antonio, TX / 06.1998 to 08.2000

- Aggressively recruited, trained, placed, and managed volunteers for delivery of services across a four-county area
- Consistently maintained and increased recruitment numbers according to quarterly goals
- Implemented innovative approaches to program delivery including planning, organizing and facilitating youth events in traditionally underserved, low-income rural communities

Training & Outreach Specialist / [Inner City Development](#) & [San Anto Cultural Arts](#) / San Antonio, TX / 06.1996 to 05.1998

- Recruited, trained and managed adult and youth participants for grass-roots inner city arts education program
- Managed volunteer-driven, student-run community newspaper, *El Placazo*, that is still used as a teaching tool in schools and prisons across the country
- Assisted with grant writing and funding procurement for special projects
- Assisted with organizing and planning of annual fundraiser

COMMUNITY INVOLVEMENT, VOLUNTEERISM

- VP Marketing Communications, [Assistance League San Antonio](#), 05/2019-Present
- Member, [Assistance League San Antonio](#), 03/2018-Present
- Co-Organizer, [AccessAbility Fest](#), 02/2007-08/2012
- Secretary, San Anto Cultural Arts Board of Directors , 04/2011-04/2012
- Secretary, [Friends of Government Canyon State Natural Area](#) Board of Directors , 06/2006-12/2010
- Co-Chair, Annie's List Celebrating Our Champions Luncheon, 2009
- [Americorps *VISTA](#), 06/1996-06/1998

COMPUTER SKILLS

- All Primary Social Media Platforms
- Wix Web Development Software
- Constant Contact
- Microsoft Office Suite (Word, Excel,Power Point, Publisher, Outlook)
- MemSys Membership Fundraising Software
- ResultsPlus Fundraising Software
- Encompass360 Mortgage Management System



UNIVERSITY

Texas A&M University, College Station; BS, Parks & Recreation Administration

PUBLISHED

Kelly, P.; Bobo, T.; McLaughlin, K; Avery, S.; Burge, S. (2006). "Girl World: A Gender-Specific, Primary Prevention Program." Health Promotion Practice, 7, 174-9.

PROFESSIONAL REFERENCES (most recent first)

- Rod Tucker, Real Estate Client; Melissa Flynn, Real Estate Client; Elizabeth Wymer, Real Estate Client; Zan Gibbs, Real Estate Client...
- Estela Avery, Executive Director, San Antonio River Foundation / 210.224.2694 / estela.avery@sariverfoundation.org (No relation to applicant)
- Kellie Fichter, Director of Corporate Relations, Texas Public Radio / 210.614.8977 / kellie@tpr.org
- Laverne Pitts, former Director of Development, Texas Public Radio / 210.263.9227 / lavernep@yahoo.com
- Melanie Cawthon (AccessAbility Fest reference), Director of Marketing & Resource Development, Reaching Maximum Independence / 210.643.8935 / melcawthon@hotmail.com
- Crissy Rivas, former Grants Manager, San Anto Cultural Arts / 210.885.6197 / crissyincali@gmail.com
- Jan Roberts, former Board President, Government Canyon State Natural Area / 210.887.3559 / jroberts011@satx.rr.com
- Lupita Gutierrez, State Board Co-Chair, Annie's List 210.247.3175 / lupitag@swbell.net
- Rachel Ballard, MD, former Board Secretary, Martinez Street Women's Center / 210.383.0629 / ballardrachel@hotmail.com