



Ray O'Connell, Mayor
City of Allentown
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TO: Michael Hanlon
City Clerk

FROM: Ray O'Connell *ROC*
Mayor

DATE: June 25, 2021

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor O'Connell has approved the following appointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Diane D. Donaher	Arts Commission	01/06/2022

Ms. Donaher is fulfilling the unexpired term of Sharon Glassman. Ms. Glassman moved to Florida. I have attached Ms. Donaher's resume to this email.

ROC/kal
Attachments

RECEIVED

JUL 19 2021

MAYOR'S OFFICE

REQUEST FOR APPOINTMENT

DATE July 1, 2021

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT

TO: Allentown Arts Commission

NAME: Diane D. Donaher

HOME ADDRESS: 710 Wedgewood Rd. Bethlehem, PA 18017

BUSINESS ADDRESS: 527 N. 19th Street Allentown, PA 18104

TELEPHONE NO. (RESIDENCE) 610-442-8589 BUSINESS 610-432-8943

EMAIL: managing_director@civictheatre.org

PRESENTLY EMPLOYED BY: Civic Theatre of Allentown, PA

JOB TITLE: Managing Director

EMPLOYMENT

(Prior):

Executive Director of IronPigs Charities

EDUCATION:

HIGH SCHOOL GRADUATE: YES NO

COLLEGE OR UNIVERSITY GRADUATE X YES NO

DEGREE/FIELD OF STUDY Training & Organizational Development

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES: Rotary International , Past President, District Membership Chair, District Foundation Chair, District Governor Nominee 2023-2024; Humanitarian Social Innovations Board Chair

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD: Shanthi Project Board Member, Mikaylas Voice Board Member

DO YOU LIVE IN THE CITY OF ALLENTOWN: YES X NO

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

ARE YOU A REGISTERED VOTER: YES NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD: As Managing Director of Civic Theatre , I would help represent the interest of and resources from performing arts organizations in Allentown. My leadership experience and connections provide opportunities for collaboration with other arts organizations in Allentown. I believe in the strength of the arts in Allentown !!!

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: YES NO

IF YES,
EXPLAIN: _____

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED _____ AND THE YEAR YOU WERE FIRST APPOINTED _____.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.

Dioue D. Doncha
Signature

7/18/21
Date

Please forward this request for appointment, along with a resume to:

Mayor's Office
City Hall
435 Hamilton Street
Allentown, PA 18101

DIANE DONAHER

BETHLEHEM, PA 18017 | 610-442-8589 | donaher2@ptd.net

Progressive leader experienced in creating and implementing high impact programs that connect people, resources and opportunities to advance education, community and economic development. Powerful ability to create and enhance donor relationships and successful fundraising strategies. Program developer with skills to secure funding, position program visibility and maximize impact. Skilled and enthusiastic presenter, seasoned collaborator and compassionate manager. Creative communications, marketing, and special events professional.

PROFESSIONAL EXPERIENCE

CIVIC THEATRE OF ALLENTOWN, Allentown, PA

May 2020 – Present

MANAGING DIRECTOR

Responsible for the overall business, administrative, and operational management of the three business segments of theatre, film and theatre school, including leadership of financial management, fund development, budgeting, human resources, information systems, marketing, ticket sales, community relations, volunteer management and board relations.

- Examined and realigned financial accounting system and protocols to better manage and report the financial results of the organization.
- Reestablished strong committee structures to facilitate work and actively engage board members and volunteers.
- Create both a Development Plan and a Marketing Plan for the organization to establish goals, generate objectives and construct a system for evaluation.

IRONPIGS CHARITIES, Lehigh Valley, PA

June 2017 – May 2020

EXECUTIVE DIRECTOR

Oversee the daily operations and strategic priorities of a foundation that supports educational and recreational opportunities for youth in the Lehigh Valley. Collaborate with executive management to develop and guide the philanthropic arm of the Lehigh Valley IronPigs minor league baseball team.

- Create, execute, and lead strategies that consistently yield increases in foundation revenue through in game promotions such as 50/50 raffle and jersey auctions and community events like Hackers & Homers golf tournament, the Phillies Winter Caravan and Meet the Team Dinner.
- Cultivate, grow, and maintain key community relationships and business partnerships to advance the organization's initiatives including providing leadership to the Board of Directors and effective sponsor stewardship.
- Coordinate the organization's grant selection, distribution and evaluation process.

COUNTY OF NORTHAMPTON, Easton, PA

February 2014 – May 2016

DIRECTOR OF COMMUNITY & ECONOMIC DEVELOPMENT

Directed the daily operations of the County's community and economic development department focused on serving the needs of local residents and businesses in 32 municipalities across the county. Managed, developed, and mentored a team of nine staff in delivering high-quality projects and supportive methodologies across the division.

- Worked with municipalities to build capacity, solve problems and engage citizens in community development efforts.
- Closely collaborated with the regional chamber of commerce, economic and workforce development organizations, and financial institutions to recruit and retain business throughout the county.

3D NONPROFIT RESOURCES, Lehigh Valley, PA

2005/08- 2010/14

PRINCIPAL

Developed and executed business positioning strategies for a diverse range of non-profit clients. Advised organizational strategic planning, board development, and training initiatives while simultaneously setting and guiding the strategy for fundraising plan development, resource identification and allocation, and information sharing across the non-profit and business sectors.

- Engaged in the planning and execution of national corporate partnership development and individual giving strategies for the national SkillsUSA organization.
- Provided leadership for the restructure and renewal of the Bethlehem Area School District Foundation.
- Facilitated "Start Your Business" program for early stage entrepreneurs of low income.
- Secured and implemented Donor Management Software systems.

UNITED WAY OF THE GREATER LEHIGH VALLEY, Lehigh Valley, PA

April 2008 – October 2010

VICE PRESIDENT OF MARKETING & COMMUNICATIONS

Directed marketing, advertising, public relations, and communications initiatives. Equipped campaign leaders with tools and strategies to implement successful corporate fundraising programs.

- Conceptualized, implemented, and guided a comprehensive organizational marketing plan that enabled a 4% increase in total fundraising campaign contributions.
- Prepared and presented community reports and managed relations with local and regional media outlets.
- Coordinated press conferences and special events.

CITY OF BETHLEHEM, Bethlehem, PA

2001 - 2004

DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT

Developed and executed strategies that successfully attracted new businesses to the area while retaining existing businesses. Directed marketing and business finance initiatives, facilitated economic growth strategies and special projects, and served as the face of the department to local businesses and the community. Engaged in the initial community planning efforts involving the largest brownfield redevelopment project in the country.

SKILLSUSA COUNCIL, Lehigh Valley Region, PA

1986 - 2001

EXECUTIVE DIRECTOR

Led a national business-education partnership collaboration for 15 years in a four-county area encompassing five career and technical schools with 60 businesses and 6,000 students in the greater Lehigh Valley. Created effective partnerships and business relationships with a diverse set of stakeholders including student members, teachers, administrators, business leaders, and donors. Developed new programs, engaged 200+ volunteers, and mentored teachers and staff in integrating employability skill development into established curricula.

EDUCATION AND TRAINING

Non-Profit Executive Certificate | Georgetown University, Washington, D.C.
Master of Science in Training & Organizational Development | St. Joseph's University, Philadelphia, PA
Bachelor of Arts in Human Services Administration | New Hampshire College, Hookset, NH

PROFESSIONAL AWARDS AND AFFILIATIONS

Take the Lead Award | Girl Scouts of Eastern Pennsylvania
Woman of the Year Award | YWCA of Bethlehem
Athena Award | Bethlehem Chamber of Commerce
Member | Association of Fundraising Professionals (AFP)

COMMUNITY ENGAGEMENT

Member & Past President / Governor Nominee of District 7430 | Rotary International
Trustee | The R.K. Laros Foundation
Board Member | Humanitarian Social Innovations