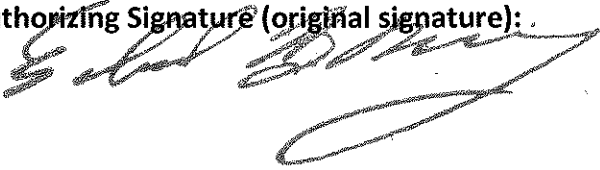




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Ana C. Lester</i>		
Board/Commission Name: <i>Seattle Arts Commission</i>		Position Title: <i>Get Engaged Member</i>
☒ Appointment OR ☐ Reappointment		Council Confirmation required? ☒ Yes ☐ No
Appointing Authority: ☐ Council ☒ Mayor ☐ Other: <i>Specify appointing authority</i>		Term of Office: <i>9/1/16 to 8/31/17</i>
Residential Neighborhood: <i>Capitol Hill</i>	Zip Code: <i>98102</i>	Contact Phone No.: <i>N/A</i>
Legislated Authority: <i>Ord. #s 121006</i>		
Background: <i>Ana currently works at the Bill & Melinda Gates Foundation as a program coordinator for K-12 Education. She also serves as the Development Chair for the Puget Sound Symphony Orchestra Board of Directors. While working at the Bellevue Arts Museum, Ana created and developed the Teen Arts Council and the first teen exhibition at Bellevue Arts Museum, 20 under 20. In 2012, while in grad school, Ana organized the Push Arts New Media Festival, partnering with Nordstrom Innovation Lab, the Seattle Opera, On the Boards, the Project Room, Department of Neighborhoods, & the Office of Arts & Culture to showcase the work of 33 different artists.</i>		
Date of Appointment: <i>7/29/16</i>	Authorizing Signature (original signature): 	Appointing Signatory: <i>Edward B. Murray</i> <i>Mayor of Seattle</i>

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CITY OF SEATTLE
2016 AUG 26 PM 2:00
CITY CLERK

Education

- Seattle University, Seattle, WA 2015
- Masters of Fine Arts in Arts Leadership
 - Focus in Fundraising and Development
 - Master's Thesis titled "*An Empirical Investigation of the First-Time Donor Experiences that Impact Second Gift-Behavior*"
- University of Washington, Seattle, WA 2010
- Certificate in Museum Studies
- State University of New York at Brockport, Brockport, NY 2008
- Major in History and Anthropology

Professional Experience

Bill & Melinda Gates Foundation (on assignment with Volt), Seattle, WA 2013 – present
Program Coordinator in K-12 Education, US Programs

- Manage two investment portfolios, Strategy and Measurement and K12 Administration, which include managing grant making databases, tracking deliverables, reviewing grants/investments, and internal/external communications with grantees and business partners.
- Partner closely with Portfolio Manager to monitor pipeline, upcoming investments, current budget spend to date, grant payout, and forecasts. Managed year-end invoicing and accruals for both portfolios.
- Assisted on special projects including managing a centralized task to close out K-12 grants with end dates in the past and working with leadership on rhythm of the business approval processes.
- Conducted in-depth literature review for core element team on Principal Leadership and provided detailed memo which included literature summaries, methodology, and potential indicators related to K-12 strategic goals.

Program Coordinator in Measurement and Evaluation, Global Development

- Managed the investment portfolio for 10-person Global Development team which includes reviewing grant proposals, managing the RFP process, and supervising ~\$5 million annual budget acting as the team Portfolio Manager
- Project management which included coordinating business processes, timelines, and documentation for investing strategy tools used across the foundation
- Coordinated Outcome Investing workshops for foundation Starting Gates Program which included partnering with SM&E program officers to get workshop content, prepare materials, set up room logistics. Manage participating list, and aggregate workshop feedback to better understand and assess the impact of the program effectiveness.

Program Coordinator, Communications

- Managed over 65 contracts and light-touch grants, totaling over \$10 million dollars.
- Partnered with program staff, Grants and Contract Management, internal stakeholders and external partners to coordinate contract development for the Communications team.
- Ensured accuracy of investments, including monitoring status of active contracts and upcoming contracts.
- Implemented program, team, and project budgets to track current investment spending and invoices received.

- Monitored the Table Sponsorship Inbox and facilitated communications regarding submission and proposal status of requests

Spectrum Dance Theater, Seattle, WA

2012 – 2013

Development Manager

- Created in partnership with Executive Director an annual fundraising plan to diversify the donor base and fundraising revenue sources and create a donor-centered fundraising strategy.
- Co-Lead individual giving efforts which included writing appeal emails, annual fundraising copy, grant writing and assisting in fundraising events.
- Managed Donor Database and Reporting, and donor recognition including thank-you letters, phone calls, and in person meetings.
- Researched grants and potential foundation and corporate partners.
- Managed the online giving program through ArtsFund and the Seattle Foundation and through targeted social media communication and donor communication was able to increase donations from GiveBig by 50% in 2013.

Bellevue Arts Museum, Seattle, WA

2009 – 2011

Graduate Student Practicum – Adult and Teen Education

- Created and developed Teen Arts Council and all subsequent teen programs including first teen exhibition at Bellevue Arts Museum, 20 under 20.
- Organized and planned adult education program, Breakfast with BAM that aligned current exhibition with an in depth tour and artist talk.
- Oversaw community art partnership program with Pratt Fine Arts Center and community art partnerships with SIFF, Pacific Northwest Ballet, and KBCS.
- Wrote multiple education grants and partnered with the Development Office to review education funding opportunities.

Nordstrom, Seattle, WA

2008 – 2013

Business Analyst

- Managed over 50 vendor accounts within Nordstrom Rack Buying Office with experience handling vendor contract agreement terms, item set-up, purchase order agreements, and distribution of merchandise lifecycle from vendor, warehouse to store.
- Collected data analysis and business reporting for Customer Service to help drive vision and strategy across 120 Nordstrom stores.
- Facilitated in the development of new retail technology strategies for Nordstrom Rack.
- Mapped business needs to bring an innovative pilot program to 12-targeted Rack Stores to improve inventory integrity.
- Created effective sales reporting tools for specialized merchandise that analyzed gross weekly and monthly sales across departments.

Board Experience

Puget Sound Symphony Orchestra, Seattle, WA

2013 – present

Board of Directors, Development Chair

- Developed Friends of PSSO tiered giving program and implemented a donor benefit program which increased donations in the 2014-15 season by 200%.
- Created a New Donor Welcome Packet and targeted messaging in order to steward our donors more effectively.
- Organize annual fundraisers and appreciation events as a member of the Development Committee.

Seattle Arts Commission Roster

16 members: Per ordinance 121006, all subject to City Council confirmation, 2-year terms:

- 7 City Council-appointed
- 7 Mayor-appointed
- 1 Commission Appointed
- 1 Get-Engaged

*D	**G	Position No.	Position Title	Name	Term Start Date	Term End Date	Term #	Appointed By
2	F	1.	At-Large	Sharon Williams	01/01/16	12/31/17	2 nd	City Council
6	M	2.	At-Large	Billy O'Neill	01/01/15	12/31/16	2 nd	City Council
1	F	3.	At-Large	Priya Frank	01/01/15	12/31/16	1 st	City Council
1	F	4.	At-Large	Cassie Chinn	01/01/16	12/31/17	1 st	City Council
2	F	5.	At-Large	Dawn Chirwa	09/01/16	12/31/17	1 st	City Council
1	O	6.	At-Large	S. Surface	09/01/16	12/31/17	1 st	City Council
3	M	7.	At-Large	Juan Alonso- Rodriguez	01/01/16	12/31/17	1 st	City Council
6	M	8.	At-Large	Steven Galatro	01/01/16	12/31/17	1 st	Commission
6	M	9.	At-Large	Gian-Carlo Scandiuzzi	01/01/15	12/31/16	3 rd	Mayor
3	F	10.	At-Large	Kelly Rodriguez	01/01/15	12/31/16	1 st	Mayor
6	M	11.	At-Large	Jeff Benesi	01/01/16	12/31/17	3 rd	Mayor
1	F	12.	At-Large	Terri Hiroshima	01/01/15	12/31/16	2 nd	Mayor
2	M	13.	At-Large	Jonathan Cunningham	01/01/16	12/31/17	2 nd	Mayor
2	F	14.	At-Large	Vivian Phillips	12/31/15	12/31/16	2 nd	Mayor
4	F	15.	At-Large	Tracy Rector	12/31/15	12/31/16	2 nd	Mayor
	F	16.	Get-Engaged	Ana C. Lester	9/01/16	8/31/17	Only	Mayor

Diversity Chart:

Diversity Chart:					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
	Men	Woma n	Other	Vacant	Minority	Asian- American	Black/ African America n	Hispanic/ Latino	American Indian/ Alaska Native	***Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Mult i- racia l
Mayor	3	5				2	2	1	1		2			
Council	1	4				2	2	1			1			
Other	2										1			
Total	6	9	1											

Key:

*D List the corresponding Diversity Chart number (1 through 9)