

KAITLIN LONGMIRE

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December 7, 2016

Mr. Adam Chapdelaine
Town Manager
Town of Arlington
730 Mass. Ave. Annex
Arlington, MA 02476

Dear Mr. Chapdelaine,

I am writing to express my interest in being appointed to the Arlington Commission on Arts and Culture (ACAC). I believe my background makes me an excellent match for this Commission. I grew up in Arlington and returned nine years ago to purchase my first home and start a family. Arts and culture have played an important role throughout my life – in both the educational and career paths that I have chosen.

My work experience at the Massachusetts Cultural Council (MCC) will bring a unique and broad perspective to the work of the Commission as they move towards the creation of a cultural plan for the town of Arlington. The MCC is the state arts agency which promotes excellence, access, education, and diversity in the arts, humanities, and interpretive sciences to improve the quality of life for all Massachusetts residents and contribute to the economic vitality of our communities. In my role as Program Officer in the Communities department, I worked on the development and administration of services and programs for the state's Local Cultural Council Program. In addition, I traveled throughout the Commonwealth working with volunteers on arts and cultural issues relevant to their community. I think these experiences will be valuable to the ACAC. I have attached a copy of my resume for your review.

I hope that you will contact me when there is an opening on the Commission. Please let me know if you have any questions or need further information. Thank you for your consideration.

Best,
Kaitlin Longmire

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EMPLOYMENT

Samuel Rubin Foundation, Cambridge, MA

Grants Administrator, March 2016 – present

- Works with grantees and President to ensure consistent and timely processing of grants and compliance with IRS and Foundation regulations and policies.

Massachusetts Cultural Council, Boston, MA

Program Officer, Communities, October 2007 – March 2016

- Assist in the development and administration of services, programs, guidelines, and policies for the state's Local Cultural Council (LCC) Program.
- Coordinate all aspects of the annual LCC grant cycle within the department, including outreach and benchmarks for financial reporting, annual reports, and compliance with state regulations and guidelines.
- Communicate and provide technical assistance to volunteers, applicants, grantees, municipal officials, and fiscal officers regarding grants, applications, and state regulations governing the LCC Program.
- Manage technological resources for the grant cycle, LCC website, and social media channels to ensure easy access to accurate and well-organized information.
- Produce content for LCC website, eNewsletters, social media channels, and board book entries.
- Assist in the planning and implementation of LCC events.

Massachusetts General Hospital, Boston, MA

Development Officer, Communications, March 2007 – October 2007

- Create and implement an online communications strategy for the MGH development office.
- Produce content for eNewsletters, websites, invitations, brochures, and programs.
- Update and manage the development office's website and intranet.
- Work with areas in MGH to develop a consistent message about giving opportunities for their websites.

New England Aquarium, Boston, MA

Corporate Relations Coordinator, June 2006 - March 2007

- Manage a portfolio of 175 Corporate Members, generating more than \$500,000 annually, by providing benefit fulfillment, customer service, contract management, and upgrade and renewal options.
- Solicit and cultivate prospective members through direct mail, email, telephone, and special events.
- Assist in planning and implementing Corporate Partner events.

Membership Coordinator, July 2005 - June 2006

- Develop strategies to increase renewal rates and acquisition of new members using direct mail, email, telephone, special events, and member benefits.
- Hire, train, and supervise Membership Assistant and Member Service Representatives.
- Plan and execute 10 annual members-only events per year.

Membership Assistant, October 2004 - July 2005

- Answer and solve all membership inquiries by telephone, email, mail, and on-site.
- Assist in the planning and implementing of member events, mailings, and other special projects.

EDUCATION

Boston University - Boston, MA, May 2007

- M.S., Arts Administration
- Certificate, Fundraising Management

Providence College - Providence, RI, May 2002

- B.A., Studio Art/Art History; Magna Cum Laude

COMPUTER SKILLS

Skilled in Microsoft Office 2010, Excel, Word, Power Point, Access, and Outlook. Constant Contact, PatronMail, SurveyMonkey, Adobe Photoshop and InDesign, HTML coding, and social media applications. Proficient in Blackbaud's Raiser's Edge, Visual Basic, and Dreamweaver.