**Communications:**

* Created logo and brand for Caregiver Forum.
* Developed social media and email plans for upcoming events for March Awareness Month activities.
* Finished webinar branding and PowerPoint templates
* Attended media, branding and marketing for non-profits workshops
* Secured 10 new raffle items for the golf tournament
* Facilitated relaunch of blog
* Planned first networking event for young professionals
* Completed Giving Tuesday Proposal + materials

**Data**

* Salesforce (SF) data base: daily monitoring; monthly audits and clean up; development of guide book
* Meeting with SF consultant weekly to identify and improve DB use
* Segmentation of contacts, Household account reviews in Sales Force
* Tested and started implementation of new donation batch entry in Salesforce to improve efficiency in data entry as it relates to program income from events.
* Worked on hierarchies of different organizations

**Development**

* Revised event and organizational sponsors menus
* Prepared marketing schedules and materials for RABA, Golf, Caregiver Forum, and Making Headway
* Sent first donor impact report and first members-only email blast of the year
* Worked with summer intern to utilize Createathon materials and create and launch a concussion awareness campaign.
* Completely Development plan
* Golf: Follow-up with past sponsors and players of Golf Classic to secure 2019 confirmations; recruitment of new sponsors and teams. Met with Salisbury Country Club to finalize details of golf and menu; finalized all golf raffle prize items
* Met with Joseph Cantor & Courtney Sweasy (new marketing director for BreitCantor to discuss general collaboration opportunities, current status of golf sponsorships, etc & new ideas to explore
* Annual Appeal: began drafting letter, started donor list clean up and checked on materials needed for mailing
* Recruited volunteers and helped coordinate communications to them for the RABA bike ride
* Finalize 2020 Mission Partners (formerly organizational sponsors) proposals

**Education**

* ACBIS: 2 Staff conducted and 4 completed Fundamentals Training; conducted ACBIS 2 day trng for professionals in North Dakota; began transitioning program mgmt from Lynn to Debra
* Confirm and communicate with Caregiver Forum and Making Headway presenters; research and trial event apps for the event; plan AT Lab; develop registration forms; create save-the-date, informational postcard, email blasts, and social media posts. Developed tip sheets for all conferences for social media participation, presenters, participants and exhibitors
* Negotiated hotel contracts for 2020 Heading Forward Together; organized and facilitated speaker committee meeting.
* Presented to the Virginia Brain Injury Council on BIAV mission and programs
* Facilitated Making Headway conference Committee meeting.
* Attended MPI Virginia Conference for event planners.
* Secured fall webinar presenter - Nathan Zasler; topic TBA
* Completed Education Plan.
* Attended American Society of Association Executives Conference
* Attended National Association of State Head Injury Administrators conference
* Developed and launched conference scholarship information and application.
* Attended DARS program provider and Executive Directors retreats.

**Operations**

* Closed out FY19; completed budget and salary allocations by class; completed audit auditor site visit.
* Began document detailing things Lynn does
* Drafted job ad for Development and Operations Assistant
* Worked on destroying outdated files, archiving documents and scanning current personnel files

to electronic library to support paper reduction and file management.

* Coordinated with ED to sign new office lease.
* Finalized job ad for Development and Operations Assistant
* Developed job descriptions for Development and Operations Assistant, Engagement Manager

**Programs:**

* Coordinated recurring monthly camp meeting with BIAV staff and contracted program managers to improve camp-related communications, streamline operations, and enable succession planning.
* Represented BIAV at Virginia Stroke System Task Force and at Statewide Trauma Advisory

Committee meetings

* Developed Advisory Committee Brief
* Responded to 168 I&R inquiries and Neuroresource Facilitation requests
  + Provided revised Support Group Leader Manual to SG Leaders across the state; sent survey to SG Leaders about their groups and technical assistance needs; provided 2 education articles in collaborative portal; scheduled visit for Oct SG in Christiansburg
* Spoke at a Support group in Richmond for women whose brain injury were caused by Intimate Partner Violence.
* Updated entries for Professional and Program lists for expansion of listings on website
* Completed evaluation of I&R improvement plan from FY19 and created FY20 plan.
* Facilitated Richmond Support group
* Community Resource Facilitator scheduled meetings with BISSWVA Case Managers and a tour of NeuroRestorative
* Developed policy and website materials /application for webinar presenters.
* Completed a draft of the Speaker’s Bureau manual
* Began developing a list of potential exhibiting opportunities

**Website:**

* Completed internal website review and accessibility changes.
* Completed updates to Resource Directory for new Website search feature; upgraded website plug ins
* Worked on website insights, analytics and SEO to better analyze website data.
* Developed and added an “I received a Letter” page for website to assist with data collection.