

Janet Boguch  
Non-Profit Works  
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Janet Boguch is Principal and Owner of Non-Profit Works, an organization development and nonprofit management consulting firm that provides capacity building services, technical assistance, facilitation, training and coaching to all sizes and types of nonprofit organizations, public agencies and for profit companies that serve the nonprofit sector. **Her firm's mission is to assist individuals and organizations to reach their highest potential and to ensure the health and stability of the nonprofit and public sectors.** For over twenty-five years, Janet has worked closely with individuals and organizations in many aspects of organizational development including:

- Strategic Planning and Change Initiatives
- Organizational Assessments
- Executive and Leadership Coaching and Leadership Development
- Board and Governance Development
- Leadership and Team Building
- Fundraising Plans and Development Audits; Feasibility Studies; Capital Campaigns; Major Gifts Programs

#### **Skilled, Experienced and Creative Consultant**

Janet is respected for her excellent facilitation and planning skills, creativity and her ability to motivate people to achieve results. In 1990, she founded *TableTalks Seminar for Nonprofit Professionals*, a peer learning seminar series that meets monthly as a forum for professional development and learning.

#### **Recognized Educator**

In 1999 Janet was featured in the *Seattle Times* article called "They Make a Living by Guiding the Giving." She was cited for her exemplary track record as a nonprofit consultant for many hundreds of diverse nonprofits and her long-time commitment to and passion as a faculty member at colleges that offer programs in nonprofit leadership and fundraising. She is core faculty for University of Washington's Fundraising Management and Nonprofit Management Certificate Programs; Seattle University's Executive Masters Program of Not-for-Profit Leadership and for the Arts Management Certificate Program at Seattle Central Community College.

#### **Community Service Awards for Volunteer and Board Service**

Janet has served as a long-time community volunteer including board service for Artists Unlimited, Washington Alliance for Arts Education, Regional Advisory Board of Anti-Defamation League, Seattle Mental Health, Northwest Development Officers Association, Jewish Family Service, Leadership Tomorrow and Association of Fundraising Professionals. The John F. Kennedy Performance Arts Center honored Janet with commendations for her creative volunteerism for Imagination Celebration. In 1999, Janet was presented with the *Business Volunteer of the Year Award* from BVA (Business Volunteers for Arts) for her decade of volunteerism. In 2000, Janet was awarded with the *Edward Carlson Leadership Award* from Leadership Tomorrow. She volunteers as a trainer for United Way of King County and ArtsFund; for several years she volunteered as a Girl Scout Troop Leader for her daughter's Totem Council troop. Janet has published in Jossey Bass Series: *New Directions for Philanthropic Fundraising* and has been a keynote presenter at conferences throughout the years.

#### **Lifelong Learner and Student**

Because Janet believes so strongly that "community leaders plant shade trees under which they will never sit," she serves as a mentor, coach and teacher to individuals who want to work or volunteer effectively in the nonprofit sector. Ms. Boguch received her Masters Degree from University of California, Berkeley in Environmental and Visual Design. She has studied at Leadership Institute of Seattle, Cape Cod Institute, the University of Washington Graduate School of Public Affairs and Seattle University's doctoral program in Educational Leadership; she received her BFA from California College of Arts and Crafts and attended Antioch College, Yellow Springs for her baccalaureate studies.

REPRESENTATIVE CLIENT/ PROJECT LIST

Advance Bellevue	Program	Junction West Seattle Food
Arco Alaska	Eastside Mental Health	Bank
Arthritis Foundation	Eating Disorders Awareness	Lopez Island Hospice
ArtsFund	and Prevention	Kadima
Artist Trust	Economic Development	King County Library
Artists Unlimited	Assn.	Foundation
Arts Network Northwest- WA	of Skagit County	King County Parks and
Cultural Congress	Edmonds Art Commission	Recreation
ArtsWest	Elderhealth	Kirkland Performance
Association of Partners for	Encore Media Group	Center
Public Lands	Environmental Education	Kitsap Mental Health
ATT Wireless	Assn. of Washington	Services
Banchero Intensive Services	Exec. Dirs. Coalition of	Land Trust Alliance
Bellevue Art Museum	United	LATCH (Lutheran Alliance to
Bellevue Schools Foundation	Way of King County	Create Housing)
Birth to Three Development	Family Services of King	Leadership Kitsap
Center	County	Leadership Tomorrow
The Boeing Company	First Federal Savings & Loan	Legal Aid for Washington
Boyer Children's Clinic	Fred Hutchinson Cancer	Fund
Boys and Girls Club of King	Research Center	Legal Foundation of
County	Fremont Public Association	Washington
Business Volunteers for the	Friends of Volunteer Park	Lifetime Advocacy Plus
Arts	Food Lifeline	Mary Bridge Children's
Camp Brotherhood	Girls On the Run	Hospital
Cascade Mental Health	Greater Lakes Mental Health	Mercer Island Parks and
Services	Services	Recreation
Child Care Resources	Group Health Community	Mentor Health Northwest
Childhaven	Health Services	Mountaineers Club
Children's Hospital	Group Health Hospice	Mountaineers Foundation
Foundation	Group Theater	Multifaith Works
Children's Services of Sno-	Gilda's Club	Muscular Dystrophy
Valley	Girl Scouts USA	Association
Children's Therapy Center	Health Mothers/ Healthy	Music Works Northwest
Chorus America	Babies	National Assoc. of
CIRI Foundation	Highline Community College	Community Leadership
City Cantabile Choir	Foundation	
City of Renton, Human	Highline Community Hospital	National CASA
Services Division	Foundation	National Center for
City of Tukwila	Hospice of Seattle	Nonprofit
Columbia Legal Services	Impact Capital	Boards (BoardSource)
Corporate Council for the	Imperials Music and Youth	National Lawyers Guild/
Arts	Organization	Summer Projects
Cornish College of the Arts	Inland Development Council	Nature Conservatory
Crisis Clinic of King County	Intergeneration Innovation	Nonprofit Center
DAWN	International District Health	Northwest Burn Foundation
Dovia (Directors of	Service Center	Northwest Center for
Volunteers	Intiman Theatre	Creative
in Agencies)	Island Hospital Foundation	Aging
Downtown Emergency	Jewish Federation of	Northwest Center for
Service Center	Greater Seattle	Research on Women
Eastside Legal Assistance		Northwest Girls Choir

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Northwest Montessori School  
Northwest Primary Care  
Association  
Olympic Ballet  
On the Boards  
Parent to Parent  
PAWS  
Plymouth Housing Group  
Pomegranate Center  
Providence Mount St.  
Vincent  
Public Land Trust  
Public Relations Society of  
America  
Puget Sound Grantwriters  
Association  
Puget Sound Neighborhood  
Health Centers  
Renton Area Youth & Family  
Services  
  
Renton Human Services  
(City of Renton)  
Residence Action Council  
Residence XII  
Rosehedge  
Sandpoint Arts and Cultural  
Exchange (SPACE)  
Satterberg Foundation  
Seabury School  
Seattle Architectural  
Foundation  
Seattle Central Community  
Colleges  
Seattle Children's Theatre  
Seattle Food Committee  
Seattle Fringe Festival  
Seattle Hebrew Academy  
Seattle International  
Children's Festival  
Seattle Mental Health  
Seattle Symphony  
Seattle's Table

Seattle University- Office of  
the President  
Seattle University- Institution  
for Public Service;  
Executive Master of  
Nonprofit Leadership;  
Masters of Public  
Administration  
Seattle Waldorf School  
Seattle Youth Involvement  
Network  
Skagit Valley Hospital  
Foundation  
Skagitonians to Preserve  
Farmland  
Social Venture Partners  
Strom Jewish Community  
Center  
Surface Design Association  
Tacoma Community  
Collage Foundation  
Teacher Recruiting Future  
Teachers  
TeamChild  
Temple B'nai Torah  
Totem Council Girl Scouts  
The Arc of King County  
The Assn. for Persons w/  
Severe Handicaps (TASH)  
The Children's Museum  
The Evergreen State College  
Foundation  
The Little School  
Thomas Academy  
United Way of Anchorage  
United Way of Clallam  
County  
United Way of King County  
United way of Pierce County  
United Way of Thurston  
County  
United Ways of Washington  
University Adult Day Care  
University of Washington

Alumni Association  
University of Washington,  
School of Dentistry  
University of Washington  
Fundraising Management  
Certificate Program  
University of Washington,  
Graduate School of Public  
Affairs  
Urban Enterprise Center  
Valley City Counseling and  
Consulting  
Village Theater  
Washington Alliance for the  
Arts Foundation  
Washington Assoc. of  
Development and  
Research (WADRA)  
Washington Society of  
Certified Public  
Accountants  
(WSCP)  
Washington Defense Trial  
Lawyers  
Washington Literacy  
Washington State Bar  
Association  
Washington State Coalition  
for the Homeless  
Washington State  
Community Mental Health  
Washington Women's  
Employment and  
Education  
Washington Women in Need  
Western Washington  
University Foundation  
With Grace  
YMCA South District  
YouthCare  
Youth Eastside Services  
Yuba Sutter Chamber of  
Commerce (California)

**SAMPLE TRAINING WORKSHOPS, KEYNOTE AND PANEL TOPICS**

**NONPROFIT MANAGEMENT TOPICS-  
LEADERSHIP, GOVERNANCE & EXECUTIVE/LEADERSHIP COACHING**

***--Customized executive coaching and training services available.***

- Board Roles and Responsibilities/ Effective Governance
- Board/ Staff- Working Together
- Board Team Building
- Conflict Management
- Effective Management
- Involving and Motivating Volunteers
- Leadership and Effective Nonprofit Organizations
- Leadership and Organizational Culture
- Leadership and Philanthropy
- Staff -Team Building
- Translating Work Plans into Action
- Volunteer Coordination/ Board Recruitment
- Women- Living Leadership

**DEVELOPMENT/ FUND RAISING TOPICS**

- Annual Fund Campaigns
- Capital Campaign Principles
- Corporation/ Foundation Grantsmanship
- Creating an Endowments
- Feasibility Studies
- From Dimes to Dollars- Fundraising Approaches That Work
- Fund Development Plans
- Fund Raising Basics
- Fund Raising and Volunteers
- Fundraising on a Shoestring Budget
- Major Gifts—Designing an Effective Program
- Personal Solicitation Skills
- Roles and Responsibilities of Fund Development Staff and Volunteers
- Special Events: Nuts and Bolts
- Stewardship Roles and Responsibilities
- The Donor's View
- Trustee Involvement with Fund Raising
- Volunteer Motivation

**ORGANIZATION DEVELOPMENT AND PLANNING TOPICS**

- Team Building
- Myers Briggs Type Indicator/Styles and Attributes (Qualified to administer and facilitate the instrument)
- Organizational Audits, Feasibility Studies and Development Audits
- Planning and Evaluation
- Strategic Planning Overview
- Annual Operations and Implementation Work Plans
- Translating a Long Range Plan into Action
- Organizational Alignment: Structure and Systems

## RESUME

### Education

University of Washington- Masters Degree Program  
Graduate School of Public Affairs..... 1986- 1987  
Seattle University- Educational Leadership Doctoral Program .... 1984- 1985  
University of Washington- Post Masters Studies, Psychology..... 1983  
University of California, Berkeley, CA – MA Design..... 1978  
California College of Arts & Crafts, Oakland, CA- BFA..... 1976  
East Tennessee State University, Johnson City, TN- Art Studies..... Spring 1973  
Antioch College, Yellow Springs, OH- Undergraduate Studies..... 1971- 1974

### Continuing Education

#### Non-Profit Management, Fundraising and Leadership

Leadership Institute of Seattle; Executive Coaching Certificate  
Cape Cod Institute; Collaborative Leadership and Appreciative Inquiry  
Board Source aka: National Center for Nonprofit Boards (NCNB) Annual Leadership  
Conferences/ Washington D.C.  
Association for Fundraising Professionals (AFP, aka: National Society of Fund Raising;  
Conferences, annual conferences; Seattle; Washington DC; Los Angeles; Portland; NSFRE  
Survey Course  
Northwest Development Officers Association (NDOA), Conferences/ Training Workshops (Seattle)  
Lakewood Publications, Train-The-Trainer (San Jose CA)  
United Way of King County, Volunteer Training Center; Train-The-Trainer (Seattle)  
Fred Pryor, Train-The Trainer (Seattle)

## **Certification**

Meyers Briggs Type Indicator (MBTI) Qualified Administrator  
LIOS, Leadership Institute of Seattle; Executive Coaching Certificate  
Professional Vocational /Technical Teaching Certificate in Arts Management, State of Washington  
Loyola Marymount University, Certificate in Fund Raising  
Washington State Continuing Education Credential, K-12  
California Community College Credential, K-12  
California Community College Credential, Art and Design  
California Single Subject Credential, K-12 Art

## **Selected Honors**

Edward C. Carlson Leadership Award, Leadership Tomorrow	2000
Business Volunteer of the Year, BVA	1999
Nellie Cashman Award Woman Owned Business Honorable Mention	1998
Jefferson Award Nominee, sponsored by the Post Intelligencer.....	1989
Leadership Tomorrow Participant.....	1989
Certificate of Distinction, John F. Kennedy Center for Performing Arts, Washington D.C.....	1985, 1986
Danforth Fellowship Honorable Mention.....	1978
Eisner Prize for Creative Achievement, University of California, Berkeley.....	1976
Merit Scholarship, California College of Arts & Crafts.....	1975, 1976
Certificate of Distinction, East Tennessee State University.....	1973

## **Work Experience**

Non-Profit Works, Principal Consultant and Owner .....1988-present  
*See Professional Overview*

James G. Fletcher Associates, *Consultant, Associate*.....1986-1988  
Responsibilities included designing fund raising plans; grant writing;  
training of volunteers and board members; corporate and foundation  
research; list management; designing and developing copy for brochures  
and promotional materials; developing recognition programs; capital  
campaign management; feasibility studies.

### *Selected Client List:*

Boys & Girls Club of King County	Inland Empire Goodwill Industries
The Seattle Aquarium	Yakima Valley Historical Museum
Boyer Children's Clinic and Preschool	Salvation Army, Seattle/ King County

Cornish College of the Arts, *Assistant Director of Development*..... 1985  
Initiated and designed the corporation/ foundation component of the  
development program. Primary responsibilities entailed research and  
grant writing for both operating and restricted funds. Active role and  
responsibilities with the following development programs: prospect

identification, cultivation, board training, donor evaluation, direct mail, special events, annual giving program and planning, and earned income projects.

Cornish College of the Arts, *Registrar*..... 1983

Responsible for designing and implementing a computerized college-wide registration program; initiated and organized a student advising system; managed staff of three plus work study students; administered an extensive record keeping system. Initiated student orientation program. Served on Administrative Committee and as Chairperson of Retention Committee.

HANDS-ON-ART, *Director*.....1981- present

Founder of a small business that provides serves to educational institutions, schools, districts, non-profit organizations and art agencies. Serve as a consultant, coordinator and producer of arts programs, events, and family festivals. Teach specialized workshops. Design curriculum and educational materials.

*Selected Client List:*

Edmonds School District	Folklife Festival
Seattle School District	Imagination Celebration
Seattle Pacific University	Pacific Art Center
Tacoma Arts Commission	Children's Orthopedic Hospital
Bellevue Art Museum	Seattle Art Museum
Northwest Gifted Association	Bellevue School District
Bumbershoot Festival	Sequim School District

**Teaching Experience**

Faculty, Seattle Central Community College, Arts Management  
Certificate Program..... 1996-present  
Adjunct Faculty, Seattle University, Master of Not-for Profit  
Leadership and the Institute of Public Affairs..... 1994-present  
Instructor, University of Washington:  
Fund Raising Management Certificate Program.....1989-present  
Nonprofit Management Certificate Program.....2000-present  
Adjunct Professor, Fine and Performing Arts,  
Seattle Pacific University .....1983-1992

Taught elementary, secondary, college and graduate level courses since 1974. Complete list available upon request. Have served as a guest lecturer and panelist nationally and locally.

## **Community Involvement: Memberships and Affiliations**

### ***Commissioner:***

King County Arts Commission.....	1988- 1991
Executive Committee.....	1989, 1990
Chair, Community Arts Committee.....	1989
Chair, 1% for Art Committee.....	1990
King County Design Commission, Ex Office member.....	1988- 1989

### ***Board of Trustees:***

Association of Fundraising Professionals, Washington Chapter.....	1999-present
VP Membership and Scholarships.....	2004; 2005
Anti-Defamation League of B'nai B'rith Regional Advisory Board.....	1985-1990
Artists Unlimited, Founding Board Member; Executive Committee.....	1985-1988
Vice President; Chair; Resource Development.....	1985
President.....	1986
Board of Advisors.....	1989-1995
Fiberworks Center for the Textile Arts, Berkeley, CA.....	1979-1981
Chair, Education Committee.....	1979-1981
Imagination Celebration Advisory Committee.....	1985
Secretary.....	1985
Chair.....	1986
Jewish Family Services.....	1998-2000
Leadership Tomorrow Trustees.....	1994- present
Executive Committee and Vice President.....	1994-2000
Chair, Curriculum Committee.....	1994-1995
Curriculum Committee.....	1990-1996
Northwest Development Officers Association.....	1988-1992
Co- Chair, "Delicate Balance" Conference.....	1986
Training Committee; Membership Committee Chair.....	
Long-range Planning Chair.....	1988, 1989, 1991
Vice President and Program Chair.....	1991-1992
President.....	1992-1993
Seattle Mental Health Institute, Executive Committee.....	1985-1988
Chair, External Affairs.....	1986-1988
Secretary.....	1986-1988
Seattle University, Visiting Committee, Executive Master of Non-Profit Leadership.....	1994-present
Very Special Arts/ Washington.....	1984-1986
Washington Alliance for Arts in Education.....	1984-1988

### **Other Current Affiliations**

Allied Arts of Seattle  
American Crafts Council  
American Society for Training and Development  
Applied Psychological Type  
Association of Fundraising Professionals  
Northwest Designer Craftsmen  
Northwest Development Officers Association  
OD Network  
United Way of King County Volunteer Center



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**Other Volunteer Work**

Advisory Council, Center Stage.....	1994-1996
Volunteer Coordinator: On the Boards Washington Performance Hall.....	1984-1987
Volunteer: Bathhouse Theater, Pioneer Square Theater, ACT Theater.....	1981-1987
Jewish Federation of Greater Seattle, Super Sunday.....	1985-1988

**Published and Authored Articles, Reviews and Catalogues**

Available upon request.

**References**

Available upon request.

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