

Keith G. Kondrich

1247 Pocono Street - Pittsburgh, PA 15218

412-731-1797 (H) 412-361-8560 x300 (W) kkondrich1@msn.com

Professional Experience

Executive Director

10/04 - Present

Beginning With Books - Center For Early Literacy – Pittsburgh, PA

Responsible for administration and management of 21-year old nonprofit organization focused on meeting the early literacy needs of low-income children throughout southwestern Pennsylvania. Duties include:

- Preparation, oversight, and adherence to \$1.5 million annual budget and supervision of 21 full-time professional staff members.
- Grant writing and fund development for approximately \$750,000 annually.
- Development and solicitation of corporate sponsorships for approximately \$250,000 annually.
- Oversight of Annual Giving Campaign raising approximately \$250,000 annually.
- Manage fiscal and human resources.
- Evaluate all program components for specified early learning outcomes.
- Set strategic direction for early literacy programming in southwestern Pennsylvania.
- Board communication and development.

Associate Vice President - Program Department East

10/01 – 10/04

Elderhostel, Inc. - Pittsburgh, PA

Responsible for administration and management of Elderhostel's eastern regional field office which oversees lifelong learning programs for adults age 55+ in 28 states and the District of Columbia. Duties included:

- Preparation, oversight, and adherence to \$1 million annual budget and supervision of 11 full-time professional staff members.
- Coordination, management, and training of 315 diverse program providers, ranging in size from major universities to small historical societies and large for-profit travel agencies to independent church camps.
- Development of annual program plans to account for regional variations in topics, seasons, accommodations, historic anniversaries, regional & national events/festivals, and major museum exhibits.
- Preparation of quarterly competitive analyses utilized for evaluating new & existing programs.
- Oversight of program provider compliance with all Elderhostel policies, guidelines, quality standards, and administrative procedures to ensure customer satisfaction, safety, and loyalty.
- Negotiation of contracts for educational and logistical program components including hotel rates, bus/transportation costs, meals, lectures, & field trips.
- Ensuring efficient & effective communication between Elderhostel and program providers via written correspondence, conference calls, regional meetings, and individual site visits.

Director - Pittsburgh Project**10/99 – 9/01**

Elderhostel, Inc. - Pittsburgh, PA

Responsible for the start-up, development, implementation, and administration of a national demonstration project to enhance the quality of life for adults, age 55 and older, by designing lifelong learning programs in partnership with local cultural, arts, recreational, and historical organizations and institutions. Accomplishments include:

- Raised over \$300,000 from local foundations and corporate sponsorships to support program start-up.
- Created partnerships with over 150 diverse organizations and institutions (ranging from The Pittsburgh Opera to the Allegheny County Coroner's office) to develop community-based lifelong learning programs.
- Partnered with local organizations and institutions to develop unique multi-night programming opportunities designed bring new people and income to the Pittsburgh region, including *Pittsburgh Visionaries – Heinz, Frick, Westinghouse, & Carnegie*; *The War For Empire (French & Indian War)*; *Pittsburgh's Glass History & Heritage*; *Pittsburgh's Art & Cultural Heritage*; *Pittsburgh's Steel Industry History*.
- Generated annual enrollments of over 3000 participants.

Director - Volunteer Services**7/95 – 10/99**

United Way of Allegheny County – Pittsburgh, PA

Responsible for administration, program development, and fiscal management of a multi-faceted Volunteer Center serving over 1200 nonprofit organizations in Allegheny County. Accomplishments include:

- Raised over \$100,000 annually in corporate and community sponsorships to support United Way Day of Caring.
- Designed, developed, and maintained *Good Neighbors* website, enabling individuals and organizations to access volunteer opportunities via the Internet. Created partnerships with local libraries and bookstores to establish accessible kiosks.
- Worked with local newspaper and cable television representatives to develop and promote the *Community Champions Program* which recognizes local volunteers for their contributions to the community.
- Increased membership in the Pittsburgh Corporate Volunteer Council from 10 to 31 members over a two-year period.

Vice President – Volunteer Services**6/93 – 7/95**

United Way of Erie County – Erie, PA

Responsible for administration, program development, and fiscal management of United Way's Volunteer Action Center, serving 150 nonprofit agencies throughout Erie County. Accomplishments include:

- Increased Day of Caring corporate participation from 1200 to 2800 volunteers over a two-year period.
- Developed fundraising strategies resulting in \$20,000 in corporate sponsorships for Day of Caring.
- Raised \$15,000 in corporate & community sponsorships to support the 1994 PA Association for Volunteerism Conference.
- Recipient of \$11,000 PennSERVE Fellowship to provide technical assistance to colleges & universities interested in developing curriculum-based service-learning programs.
- Established the "Hometown Hero of the Week" Award in conjunction with area television, radio, and newspaper representatives to recognize the contributions of local volunteers.

Director – Center For Social Concerns**8/90 – 6/93**

Gannon University – Erie, PA

First full-time director of the university's service-learning program. Responsible for the development, implementation, and administration of versatile campus-based community service programs.

Accomplishments include:

- Creation & coordination of model experiential-learning programs including the *Urban Plunge* to Harlem, New York and the *Sioux YMCA Service Program* to Cheyenne River Reservation in South Dakota.
- Organization & implementation of 1st Annual (and 3 subsequent) Erie County Hunger & Homelessness Awareness Week involving over 2000 campus and community volunteers in reflection and direct service activities.
- Awarded two \$3,500 Campus Compact Mini-Grants to fund *Project Partnership*, a mentoring program matching local at-risk youth with Gannon University honor students.
- Recipient of \$1,000 Break-Away grant to support *Urban Plunge Erie*.
- Development & facilitation of faculty training module on integrating service-learning projects with academic curriculum.

Program Director – Collegiate YMCA**2/87 – 8/90**

University of Pittsburgh – Pittsburgh, PA

Responsible for administration & development of student leadership and volunteer programs as well as a comprehensive summer day camp program serving over 500 children from inner-city Pittsburgh.

Accomplishments include:

- Creation of *Appalachian Awareness Program* to provide university students and faculty with service-learning and cultural awareness opportunities in Vanceburg, Kentucky.
- Organization & implementation of 1st Annual (and 2 subsequent) *Hunger Cleanup Project* raising over \$10,000 for local hunger-service organizations.
- Development of student leadership team responsible for placing over 500 volunteers annually at 20 different community-based organizations.
- Administration of International Camp Counselor Program and supervision of 20 seasonal day camp staff members.

Education

Pontifical College Josephinum - Columbus, OH Theological Studies	9/84 – 12/86
---	--------------

Duquesne University - Pittsburgh, PA Theological Studies	9/83 – 5/84
---	-------------

Indiana University of Pennsylvania - Indiana, PA BA in Sociology	9/79 – 5/83
---	-------------

Current Civic Involvement

Member – Word of God School Development Committee Swissvale, PA	5/04 – Present
--	----------------

Assistant Scout Master – Boy Scout Troop 23 Edgewood, PA	5/05 - Present
---	----------------