

# KIM VOTTA

## MANAGEMENT CONSULTANT

Management professional providing value to small businesses and nonprofits across a mix of industries. Results-oriented problem-solver with an established ability to perform from analysis through execution, addressing efficiency, effectiveness, and resource allocation.

- More than twenty years of experience in financial and program management supporting organizations in the development and implementation of best practices;
- Highly skilled in program evaluation, measuring success of key outcomes, identifying relevant stake-holders, and setting the stage for successful ongoing implementation;
- An energetic presenter and trainer, skilled at delivering content with clarity, humor and efficiency to diverse audiences at all organizational levels.

## PROFESSIONAL EXPERIENCE

### CHIEF OPERATING OFFICER

2006 – 08

*Star Island Corporation, Portsmouth, NH*

Directed human resources, personnel and safety compliance, and insurance management for \$2.8 million, ninety-year old non-profit corporation with a seasonal employee base of 120 that owns and operates a 280-guest educational conference center on an island off the coast of New Hampshire:

- Re-directed personnel management and developed policies to ensure compliance with state and federal regulations;
- Developed recruitment and hiring procedures to more effectively manage the onboarding of 100+ seasonal employees each summer, streamlining the process for both the employer and employees;
- Conducted efficiency assessments of finance, human resource, and regulatory compliance functions to support the implementation of best practices.

### CHIEF FINANCIAL OFFICER

2001 – 06

*CATCH Neighborhood Housing, Concord, NH*

Chief financial officer of \$750,000 non-profit, community development corporation with \$10 million in property assets:

- Developed processes in asset management of affordable housing real estate portfolio that garnered national recognition for innovation and efficacy;
- Developed and executed a pioneering cash-flow recapture plan that generated an additional \$25K annually to fund long-term capital needs for the real estate portfolio;
- Successfully managed the operations of a growing non-profit receiving broad recognition for implementing best practices in accounting, human resources, and asset management.

### OTHER EXPERIENCE

1990 – 2014

Research Coordinator, *Margret & H.A. Rey Center, Waterville Valley, NH (2009-14)*

Business Manager, *WGBH Educational Foundation, National Center for Accessible Media, Allston, MA (2000-01)*

Director of Finance and Administration, *The Association for Work Process Improvement, Boston, MA (1995-00)*

Database Manager, *National Consumer Law Center, Boston, MA (1992-94)*

Office Manager, *Economic Policy Institute, Washington, DC (1990-92)*

## EDUCATION

Plymouth State University – M.S. in Environmental Science & Policy

Granite State College – B.S. in Environmental Studies & Communication

## SELECTED AFFILIATIONS AND VOLUNTEER ACTIVITIES

Waterman Fund, Board of Directors, Member	2014 – present
AHEAD Affordable Housing, Asset Management Committee, Member	2011 – present
AARP Foundation, Volunteer Income Tax Aide	2009 – present
AHEAD Affordable Housing, Finance Committee, Member	2009 – 2011
Greater Concord Chamber of Commerce, Workforce Housing Task Force, Member	2006
Leadership Greater Concord Steering Committee, Member	2004 – 2006
NeighborWorks America, Multifamily Initiative Asset Management Committee, Member	2003 – 2006
Community Bridges, Human Rights Committee, Member	2002 – 2005
Leadership Greater Concord, Participant	2004