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## **Professional Experience**

I have over 18 years of leadership and direct executive level management experience in the nonprofit sector and with both domestic and international charitable foundations. I have direct experience with developing plans to manage and coordinate Organization resources with regards to the mission of the organization while meeting all of the fiduciary responsibilities with regards to sound financial practices such as preparing Organization budgets and all required state and federal reporting

### **Globus Relief**

**2000 – Present**

I currently hold the position of Chief Executive Officer. I also held the positions of Executive Director and Vice President of Acquisitions and Development as well as Interim Director. These roles involve a number of significant Executive level responsibilities including providing vision, leadership and motivation to the Organization's Board, employees and donors, working closely with the Board in developing and implementing a strategic plan, directly leading and growing fund raising and capital campaign efforts including maintaining and strengthening current donor relations as well as developing relationships with new donors and working with the Board in developing mechanisms for sustainability.

- Direct experience in handling information regarding donors, donations, grants, investments, contracts and agreements, policies and processes, financial information and business records of the Organization.
- Monitor program budgets, resources, timelines and projections.
- Demonstrate strong financial and fiscal management reporting, with the ability to manage and analyze financial information to make sound financial judgments.
- Continually monitor finances, budgets, projections and initiatives to meet expectations of the Board.
- Accountable to insure sound fiscal management of Organization assets, while creatively expanding the organization's asset base.
- Responsible for financial management, including annual operating budget processes and activities as well as overseeing of the audit process and all strategic planning resources.

- Demonstrate management for results in operational areas, while setting and maintaining high standards for operational excellence for the Organization while instituting objectives that support the mission and goals of Globus.
- Ensure that priorities focus on real, tangible outcomes so goals are met and results are achieved. This requires being intimately involved in the projects and programs.
- Willingness to make difficult decisions and to delegate and work with others to develop their capabilities and foster teamwork.
- Direct day to day operations. Help with the realignment of the organizational structure.
- Created an acquisitions fund.
- Developed substantive, sustainable funding mechanisms such as implementing an administrative fee to generate revenue to cover shipping and processing costs of donated product and created product conversion revenue which included gaining approval from the FDA to release Globus from consent agreements so that donated product not suitable for humanitarian use could be resold to generate revenue for the acquisitions fund.
- Implemented accounting system and created chart of accounts.
- Implemented guidelines and restrictions on product donations.
- Develop and oversee terms and conditions for in-kind donations contracts in cooperation with legal and tax counsel.
- Direct experience developing new drafts of organization policies as well as maintaining grants and the supporting management policies and procedures manual.
- Maintain the Foundation's official records and documents, including corporate documents and federal (e.g. IRS) and state filings, to ensure compliance with all federal, state and local regulations and foundation requirements.
- Raised capital for the majority of equipment and assets that are currently owned by Globus.
- Worked with the Board to create a HR policy manual.
- Prepared an annual operating plan which states initiatives which reflect the mission and vision of the organization and which focus on meeting or exceeding the mission, goals and values of the organization.
- Helped develop board and bring on new board members.
- Clearly articulate the Organization vision through training that staff can communicate, when called upon to speak about the Organization, while continuing to build renewable, sustainable relationships.
- Continuity of commitment for transparency and fiscal responsibility as a steward of contributed funds, private grants, and corporate funds. Ensure that the annual audit meets and exceeds the financial security of all stakeholders. .
- Management of solicitation of potential Organization projects through a screening process, which aids in selection or rejection of potential programs and project expansion, with the ability to analyze time expenditures and resource requirements.

- Worked directly with the Board and Globus committees to create, adjust, and implement the Strategic plan.
- Built and grew in kind donor base.
- Help grow recipient organizations.
- Create and develop relationships with liquidators and medical brokers in the liquidation industry.
- Create reciprocal agreements with partner organizations who have excess medical supplies.
- Develop relationships with transportation companies to handle the logistics of Globus donations.
- Help develop a financial donor base.
- Work very closely with the Operation Director for Over Goods with UPS to maintain the relationship between Globus and UPS.
- Create reciprocal partnership relations with like organizations.

**Utah Boy's Ranch (now known as West Ridge Academy)**

**1989 – 1999**

The Utah Boy's Ranch is an early intervention program for at risk youth. While at the Utah Boys Ranch I held the following positions:

**Counselor:**

- Responsible for the Drug and Alcohol program.
- Ran and managed group sessions and implemented the 12 step program.
- Responsible for clinical charting.

**Vice Principal:**

- Responsible for Day to day operations of the Academy and for handling disciplinary problems and staff, parent and clinical concerns.
- Delegated and worked with staff to develop their capabilities and foster teamwork.

**Educational Director:**

- Responsible for leading a team in creating core curriculum for the Academy.
- Obtained accreditation and maintained accreditation on a yearly basis by upgrading curriculum and keeping necessary documentation current.
- Monitored program budgets, resources, timelines and projections.
- Demonstrated management for results in operational areas, while setting and maintaining high standards for operational excellence for the Organization while instituting objectives that support the mission and goals of the Utah Boy's Ranch.
- Ensured that priorities focused on real, tangible outcomes so goals were met and results were delivered. This required being intimately involved in those projects and programs.
- Created and managed budgets and annual projections.

- Oversaw the Food Services Department which was responsible for the nutritional needs of all staff and residents of the Utah Boy's Ranch.

**Director of Public Relations & Events:**

- Direct experience in handling information regarding donors, donations, pending grants, and agreements entered into by the Organization, policies and processes of the Organization, financial information and business records of the Organization.
- Monitored program budgets, resources, timelines and projections.
- Oversaw fundraising events such of the Scarecrow Festival, the major fundraiser for the scholarship program.
- Directed communication on behalf of the organization to the media, government, industry officials, and the public regarding organizational matters.
- Facilitated all visits and presentations.
- Responsible for capital campaigns with major donors.
- Member of the Executive Committee team which oversaw the overall operations of the company.
- Developed a process for collecting delinquent accounts.
- Ensured that priorities focused on real, tangible outcomes so goals were met and results were delivered. This required being intimately involved in those events and programs.
- Created and managed budgets and annual projections.
- Assisted in recruiting new Board members.

In addition, I have strong interpersonal skills and am comfortable working with people at all levels of government, as well as in public and private institutions. As a professional, I understand how to handle multi-task assignments with varied needs, different timelines, and with an unwavering commitment for the end-client and their needs. My prior work experience includes a track record of working and partnering with major international and local charitable foundations and private-sector partnerships.

**Board Member or Advisor on the following:**

Advisory Board Member Utah Valley State University Leadership and Business Department.	2003 – present
Advisor and member of the Executive Committee Globus Relief Board	2000 – 2003
Advisor Reach the Children Foundation	2002 - 2006

Advisor  
Jesus the Hope of Romania Foundation 2001 – present

Advisor  
Eye Care For Kids 2002 - 2007

Board Member/ Executive Committee Member  
Eye Care For Kids 2007 - present

Advisor  
Sunbeam School Projects in Ghana 2003 - present

Advisory Board Member  
The Happy Factory 2006 - present

Advisor for several privately held family foundations.

**References:**

Dr. Bruce Jensen, Private Practice  
Phone: 801-540-5060

John Pingree, VP with Intermountain Health Care  
Phone: 801-891-4427