

**Martha R. De La Rosa, CAP-OM**  
**P. O. Box 91782**  
**Milwaukee, WI 53209**  
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## **Summary of Qualifications**

I am a highly capable and creative management professional within the nonprofit sector with a unique aptitude for critical thinking, organizational skills, and prioritization of deadline-driven operational and administrative functions. I possess a solid work ethic and integrity, superior verbal and written communication skills, and technical proficiencies.

## **Professional Experience**

### **9to5, National Association for Working Women Milwaukee, Wisconsin**

**January 2014 - present**

*9to5 is a grassroots membership organization, founded in 1973, which engages directly affected women to improve working conditions. Our goals are to build leadership among low income working women and to win improvements in workplace and public policies.*

**State Director** - Direct and help implement all operational and programmatic aspects of the chapter's work, supervising staff, overseeing fundraising efforts and coordinating the work of our local and statewide campaigns.

- Design and manage large organizing campaigns by working with members and organizing staff to develop local issue programs and strategies to win improved workplace and public policies.
- Work with communications staff to develop local training materials and curricula, issue oriented reports, public relations, PSAs and press releases.
- Identify and train members to become leaders and facilitate leadership development to help build chapter and represent 9to5 in different kinds of community coalition work.
- Work with development staff to raise chapter budget; research fundraising opportunities, write grants and reports; leverage, negotiate with and bring in new sources of funding.
- Be the chief spokesperson and representative of 9to5 in the community, coalitions, the state legislature and the media.

### **Center for Progressive Leadership Milwaukee, Wisconsin**

**October 2010 – December 2013**

*CPL ensures that our nation is led and influenced by diverse leaders who are committed to progressive values, including defending the environment, ensuring access to quality education and healthcare, protecting civil liberties, and advancing equal opportunity for all.*

**Program Director** – Responsible for the overall planning and coordination of all state-based leadership innovative and high quality leadership training programs, from inception to completion aimed at meeting CPL's overall mission, goals and objectives.

- Lead process of planning and goal-setting for current state-based programs, ensuring that all programs are rooted in a clear set of goals and outcomes that match the overall state strategic plan.
- Creation, adaptation, editing, and finalizing of high-quality innovative curriculum; leading in continual innovation and redesign of existing state-based programs, proposing new ideas around curriculum, program structure, program components leading the implementation of new program developments.
- Ensuring trainers, guest or in-house, are recruited early, are familiar with CPL training style and techniques, and are well-prepared for their role in the training session.
- Implement and monitor evaluation process for all state-based programs including ensuring that staff, trainer, and participant input is delivered, documented/compiled and followed up on, where necessary; that evaluation reports are shared with state team members and with the larger organization; and that evaluation data is used to inform continual program redevelopment.

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**Greater Milwaukee Foundation  
Milwaukee, Wisconsin**

**January 2009 - August 2010**

*Large community foundation ranking among the top 30 in the nation with assets of \$539 million providing grants to over 3,600 organizations within the Milwaukee, Waukesha, Washington, Ozaukee counties and beyond.*

**Meeting Coordinator/Convener** – *Support primarily the Director of Community Partnerships, but also accountable for administrative functions and event management support to Communications, Operations and Donor/Development Services departments.*

- Maintain and update GMF main calendar for 35+ staff; scheduling all meetings and events in a centralized fashion serving as a clearing house for all GMF meetings and events.
- Oversee the logistical execution of each event by managing all aspects of each event from budget development and sponsor relations to volunteer recruitment and timeline preparation and adherence.
- Develop and/or maintain highly professional standards and procedures for production of events in keeping with the image and reputation of GMF.
- Prepare pre- and post-event analysis, and assess strengths, opportunities, weaknesses and threats to future GMF events. Prepare year-end events report, providing analysis and recommendations for future actions and improvements.

**Families International, Inc.  
Milwaukee, Wisconsin**

**July 2007 – November 2008**

*A nonprofit “parent organization” for several Milwaukee-based organizations allowing each to maintain financial independence while also benefiting from the cost savings that result from “pooling” resources.*

**Ways to Work®**

**Loan Processor** – *Provide direct administrative support to the Loan Administrator, National Program Manager and the VP of Operations.*

- Process approved consumer loan applications using loan document software; perform loan document quality control functions; prepare loan documents and instruction letters; transmit and receive loan document packages to and from loan offices; and transmit loan packages for finalization to the lending process facility.
- Support the Vice President of Operations and the National Program Manager in developing and delivering loan processing products and services that result in high satisfaction, effectiveness, and efficiency among the national network of loan offices.
- Function as a member of the Ways to Work team; continuous identification of loan processing issues and needs of the national network of loan offices.

**United Neighborhood Centers of America**

**Administrative & Member Services Assistant** - *Provide direct administrative support to the Executive Director of United Neighborhood Centers of America.*

- Provide administrative and clerical support for UNCA, including calendar scheduling and handling webinars and teleconferences; maintaining files, data entry, mass mailings and filing.
- Provide assistance in coordinating events and meetings produced or co-sponsored by UNCA.
- Assist Membership Services Coordinator and other UNCA (or FII) staff in processing and administering grant applications, reports, and communications related to UNCA's Family Strengthening Awards Program and other grant/awards programs (e.g. Energizing Neighborhood Voices: Activating Civic Capacity)

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### **Education & Skills**

Cardinal Stritch University

- Bachelor of Science in Management, 2009

International Association of Administrative Professionals

- Certified Administrative Professional in Organizational Management designation (CAP-OM), 2008

### **Board & Leadership Development**

- NAACP Milwaukee Branch - Young Adult Committee  
Political Action Committee, Chair  
2013 One MKE Town Hall, Co-chair
- Milwaukee Urban League - Young Professionals  
Politics & Policy Committee, Chair
- FAIR Wisconsin  
Nominations Committee
- Friedens Ministries, Inc. (Food Pantry)  
Board of Director
- WI Anti-Human Trafficking Task Force  
Milwaukee County Human Trafficking Task Force  
Legislative Committee
- Wisconsin Community Fund / Forward Community Investments
- National Coalition of 100 Black Women  
Legislation & Policy Committee, Co-Chair
- Prescription Advocacy & Referral Services  
Board of Directors, Secretary/Treasurer
- International Association of Administrative Professionals  
Leadership & Training Committee
- Women's International League for Peace & Freedom
- Cardinal Stritch University - Alumni Association Board  
Student Engagement Committee