

JOHN TOUTENHOOFD

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Strategic Planning Analyst /Tax Analyst/ Investment Consultant — for-profit small business strategic planning, nonprofit social enterprise strategic planning. As a consultant, provided administrative direction and support to senior management and Boards of Directors of small and mid-sized companies to prepare long range business plans related to finance, marketing and operations. Planning in preparation for general business expansion, opening new markets, introducing new products, exporting, acquisitions, mergers, leveraged buy-outs. Include business valuations and identification of potential funding sources. Conduct financial analysis of real estate investment opportunities, evaluate risk of individual and partnership portfolios for investment. Assist acquisitions and trade negotiations. Provide full range of property and operations management services. All portfolios designed to maximize cash flow and equity growth; e.g., growth for one group was 1600% in less than five years. Provide full range of business and individual accounting with tax preparation.

T Enterprises: Strategic Planning, T-Accounts Tax Services, Shorewood, WI (1968-date)  
T&Q Enterprises: Quigley Tax Service in Bay View, Milwaukee WI (2007-date)

Executive Director/Chief Executive Officer--Responsible for full administration and operation. Functioned as Chief Executive Officer (CEO) in liaison with the Sister of St. Francis of Assisi. Reported to the Board of Directors and implemented Board policies. Coordinated Corporation action with the Member Board of the Sisters of St. Francis of Assisi. Administered the restoration fund development. Provided financial planning, prepared and presented annual budget to the Board for approval. Administered the direction and management of operational aspects of the Marian Center for Nonprofits' activities, with assistance of the Operations Manager, including marketing, sales, operations, fund raising, finance, staffing, planning, and administration. Supervised the Operations Manager, who is responsible for direct supervision of staff, maintenance services, interns, volunteers, as well as the day-to-day operations of the facility. Liaison to St. Mary's Academy alumnae.

Marian Center For Nonprofits/St. Mary's Academy, Milwaukee, WI (2001-2005)

Financial Employment Coordinator—as a consultant provide social, employment and rehabilitation services for economically disadvantaged persons through the interpretation and implementation of extremely complex welfare reform programs. Responsible to assist low income families to become self-sufficient and economically independent. Provide career counseling, motivational guidance, and resume development. Led seminars in marketing, applied sales, advertising and telemarketing. Redesigned one employment strategy so that 85% of the participants gained employment within eight weeks. This was approximately 258% ahead of anticipated goals. (1980-2001) Milwaukee, WI

District Manager and Research Project Manager—responsible for planning, direction, hiring, training, evaluating, promoting and disciplining staff to implement employment and training services. Responsible for operations budget of \$.9 million. Represented the State of Wisconsin before the general public, employer associations and other government organizations. (1971-1980) Racine, WI. Developed and implemented a complex research demonstration of an innovative employment strategy for the U.S. Department of Labor-Work Incentive Office and the Manpower Demonstration Research Corporation (a private research corporation in New York, NY) (1977-1980) Racine, WI Team Leader—Work Incentive Office (1968-1971) Milwaukee, WI

Wisconsin Workforce Development, State of Wisconsin (1968-2001)

Associate Youth Director—responsible for planning, developing, and organizing youth programs; including hiring, training, and supervising up to forty program assistants. Designed the first tutorial program in the country to use high school students to tutor 350 grade school students one-on-one. Designed and managed a summer day camp for 2000 youth. Counseled street gang members and wannabes into socially acceptable behavior patterns.

Young Men's Christian Association, Milwaukee, WI (1965-1968)  
Young Men's Christian Association, Chicago, IL (1964-1965)

EDUCATION

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| Master of Business Administration<br>Major: Marketing and Finance | 1987 | Keller Graduate School of Management<br>Milwaukee, Wisconsin |
| Certificate of Directorship<br>YMCA Administration                | 1965 | George Williams College<br>Chicago, Illinois                 |
| Bachelor of Science<br>Major: Philosophy                          | 1964 | University of Wisconsin<br>Milwaukee, Wisconsin              |