

CHARLES BIGGS

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PROFILE

- Experienced nonprofit administrator and fundraiser
- Accomplished writer, editor, and Web designer.
- Skilled teacher and facilitator.
- Highly self-motivated. Proven ability to work effectively individually and in teams in diverse work environments, manage multiple priorities and deadlines, and adapt to new situations and learn new skills as needed.

EMPLOYMENT

KNOXVILLE MONTESSORI SCHOOL; Knoxville, TN **2009-Present** *Operations Director*

- Under the supervision of a parent/staff Board, coordinate the operations of the Knoxville Montessori School (KMS), a non-profit private school that offers pre-kindergarten, kindergarten, and elementary education up to the fifth grade. KMS has approximately 60 students and 10 full-time and 2 part-time staff.
- Oversee day-to-day activities; manage the staff and budget; coordinate enrollment and parent relations; ensure that KMS complies with local and state regulations; and work with the staff, Board, and parent volunteers to develop and implement long-range plans, special projects, and fundraising campaigns for the school.

CHARLES BIGGS & ASSOCIATES **2009-Present** *Owner*

- Provide writing, editing, web design and fundraising services to nonprofit organizations. Clients have included the Appalachian Community Fund (foundation outreach and proposal writing), the Highlander Center (website and blog updates, e-newsletter preparation, and technology support), the International Association for the History of Religions (manuscript preparation and editing), the Knoxville Montessori School (creation of a new website using Joomla CMS), and Save Our Cumberland Mountains (foundation outreach and proposal writing).

HIGHLANDER RESEARCH AND EDUCATION CENTER; New Market, TN **2003-2009** *75th Anniversary Capital Campaign Coordinator and Webmaster*

- Coordinated Phase I of Highlander's 75th Anniversary Capital Campaign and assisted with foundation and individual donor fundraising for Highlander's annual budget. Worked closely with Highlander's Director, the staff Development Team, the Board Resource Committee, and the Capital Campaign Committee. Wrote successful letters of inquiry, grant proposals, reports, appeal letters, and other materials. Conducted donor and foundation research. Met with donors and foundation staff as needed. Helped organize and staff local fundraising events.
- Coordinated plans for upgrading and expanding Highlander's facilities. Worked closely with Highlander's Director, the staff and Board Building and Grounds Committees, and consultants, contractors, and volunteers. Projects included installing a wheelchair lift and accessible bathroom in Highlander's Workshop Center; renovating the Horton House to serve as a site for meetings and retreats; and facilitating a Board-staff Land Vision Committee that developed a three-year plan to use Highlander's land in a sustainable way to support and enhance its program work.
- Designed, coordinated, and wrote content for Highlander's website, blog and e-newsletter.

LITERATE WEB DESIGN; Knoxville, TN 2000-2004***Owner and Web Designer***

- Created and maintained websites for nonprofit organizations and academic institutions. Clients included Church Street United Methodist Church, the Knoxville-Oak Ridge Regional Network, the Highlander Center, and the following departments and programs at the University of Tennessee: Department of History, Department of English, Initiative for Global Studies, Medieval and Renaissance Curriculum and Outreach Project, and Women's Studies Program.

SOUNDINGS: AN INTERDISCIPLINARY JOURNAL; Knoxville, TN 1996-2003***Managing Editor***

- Coordinated editing and production of *Soundings*, an interdisciplinary journal in the humanities and social sciences with over 1,700 subscribers. Coordinated the manuscript review process. Edited manuscripts and page proofs. Secured permissions for cover art and photographs.
- Helped organize conferences and symposia, including a national conference in 1997 on "The Future of the Harlem Renaissance," attended by over 100 scholars from across the country.
- Co-edited Volume 80.4 (Winter 1997), a special issue composed of selected papers from the Harlem Renaissance conference.
- Created and maintained the *Soundings* website.

UNIVERSITY OF TENNESSEE; Knoxville, TN 1990-2001***Instructor, Department of English and American Studies Program***

- Designed and taught freshman composition, sophomore literature, and upper-division literature and American Studies courses.
- Received the John C. Hodges Excellence in Teaching Award from the English Department, 1992.

CITY COLLEGE OF NEW YORK; New York, NY 1984-1990***Instructor, Department of English***

- Designed and taught basic writing and freshman composition courses, including the first two sections of computer-assisted freshman composition at CCNY.

ORGANIZATIONAL CONSULTANT; Washington, DC and New York, NY 1980-1984

- Provided program evaluation, docket writing, and other services to the J.C. Penney Foundation, Joint Foundation Support, the New World Foundation, and the Norman Foundation.
- Provided management and fundraising assistance to local and national nonprofit organizations, including Philanthropy Concerned (a network of individuals in philanthropy concerned about the threat of nuclear war) and Arts Alive! (which helped organize artists and musicians to participate in the June 12, 1982 anti-nuclear march and rally that brought one million people to New York's Central Park).

THE YOUTH PROJECT; Washington, DC 1974-1979***Field Director, Eastern Office* (1977-1979)**

- Supervised a staff of four in the Eastern Office of the Youth Project, which provided seed funding and technical assistance to grassroots organizing projects across the country. The Eastern Office supported 25-30 organizations each year in the Northeast, Midwest, and Appalachia and helped secure additional funds for these groups from foundation, church, and individual sources.

***Field Representative, Eastern Office* (1975-1977)**

- Provided funding, technical assistance, and fundraising support to 10-15 organizations each year in New England and the Midwest.

***Report and Proposal Writer, National Office* (1974-1975)**

- Wrote reports and proposals for the Youth Project and the organizations it supported.

TECHNOLOGY SKILLS

- Proficient in Microsoft Office Suite, Adobe Pagemaker and InDesign, Fundraiser Professional, and a variety of other office, publishing, database, and utility programs.
- Extensive experience designing and maintaining websites using HTML, CSS, Javascript, ASP, and PHP. Experience installing and modifying WordPress and Joomla themes and plug-ins. Experience creating and optimizing Web graphics in Macromedia Fireworks and Adobe Photoshop.
- Experience managing a computer network with a server running Windows Small Business Server 2003, 15 PCs and 5 laptops running Windows XP, and a Power Mac G5 running OS X.

EDUCATION

1984 M.Phil., English, Columbia University
1982 M.A., English, Columbia University
1974 B.A., cum laude, History and American Studies, Princeton University

REFERENCES

[Available upon request]

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