

Lise Brenner

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Professional Summary

Creative professional, background in Fortune 500, legal, non-profit, arts and academic. Enjoy strategic planning, operations and needs assessments, identifying and engaging diverse stakeholders, writing, editing. Project management from concept to implementation to managing real-time assessment and revisions.

Core Qualifications

- Strategic thinker
- Culturally astute communicator
- Grant writing and donor content creation
- Cross-functional and cross-sector team management
- International life experience
- Experienced facilitator
- Creative problem solver

Accomplishments

Organizational Systems

- Convened cross-functional teams in successfully addressing roadblocks and gaps including: differentiated on boarding protocols and resources; staff compliance trainings and tracking; continuous review and update of policies and procedures; revamp of internal communications platforms

Writing and Editing

- Upped response rate on direct appeal letters by 20% for small arts organization
- Successful niche business: English-language editor and writing coach for non-native speakers publishing internationally

Project Creation and Leadership

- Developed in-house Legal function for national non-profit; proved business rationale for hiring General Counsel
- Initiated and managed site-specific multi-disciplinary projects in NYC between 2006-2014. Example: *Peter Stuyvesant's Ghost* with over 20 international artists and experts exploring the Dutch heritage of the East Village. Sound art, pay phones, walking tours, lectures. Supported by NYC Department of Cultural Affairs, Mondriaan Stichting, Netherlands-America Foundation, PS122, NY Audubon Society, Manahatta Project and others

Experience

Freelance Writing and Content Creation

Education, medical, arts and culture, grants and reports, training manuals, donor materials, internal communications

Selected clients:

- Brooklyn Academy of Music, Brooklyn, NY -- Research, create targeted donor materials
- Evergreen City Ballet, Renton, WA – secured \$20,000 in new community funding for school outreach program, pro bono marketing assistance; raised return on year-end appeal letter by 20%
- Puget Sound Educational Service District, Seattle, WA – RFP to secondary schools for Race to the Top college readiness program financing
- Pratt Institute, Office of Institutional Advancement, Brooklyn, NY -- Targeted donor presentations and other materials for \$65 million capital campaign; assessed faculty funding proposals; drafted strategic plan for integrated foundation and government support, after school programs
- New Music USA, NYC, NY – Assessed effectiveness of adding paid ad space to NewMusicBox website
- Lingopolis/University of Antwerp, Belgium – Line edit English language articles for faculty and graduate students
- University of Utrecht Dept of Theatre Science, Netherlands – Line edit English web content; printed conference materials; publications submitted by faculty, graduate students and guest lecturer
- North American Medical Association – Research and write CME training materials
- MJM Creative, NYC, NY – Formatting and production of pharmaceutical training, promotional materials
- Harrison and Star, NYC, NY – Proofreading, copyediting: pharmaceutical promotional materials

Freelance Choreographer, Producer, Performer, Coach, Teacher

- Choreographer and Director for original and commissioned works and site specific projects in New York, Amsterdam, Berlin, Wales; supported by NYC Department of Cultural Affairs, Mondriaan Stichting, Harkness Foundation, Dance Theatre Workshop, Movement Research, iLANDart.org, Netherland-America Foundation, de Appel, others
- Coach, dramaturge, rehearsal director—independent performing artists and projects, NYC, the Netherlands
- Facilitator, peer-to-peer discussion groups for performance works in progress
- Teacher, ballet and contemporary technique; conservatories, companies, open classes, independent studios, privately

Director of Operations and Administration

August 2008 to September 2012

New Leaders for New Schools — New York City, NY

- Chief of Staff to Chief Administrative Officer
- Manager, day-to-day functioning of a 20+ team comprised of the directors of Finance, HR, IT and staff
- Convened org-wide, cross-functional teams
- Manager, legal function: coordinator with outside pro bono counsel, managed paralegal
- Created document management and retention systems
- Manager, internal communications
- Contributed to successful funding requests to The Gates, Broad and Michael and Susan Dell Foundations
- Manager, hiring of key staff, including Director of HR and General Counsel
- Identified and addressed gaps in compliance and policy
- Project manager: building staff training and support materials

Founding Associate Director

October 2010 to June 2011

Institute for Culture in the Service of Community Sustainability — New York City, NY

Supported by The Rockefeller Foundation Cultural Innovation Fund, The Andrew W. Mellon Foundation, New York State Council on the Arts, the New York Community Trust, and private donors, ICSCS's mission was to research and articulate the role of arts and culture in fostering sustainable urban communities.

Researcher (on contract for Place/Displaced demographic assessment project) *January 2006 to October 2007*

Fractured Atlas — New York City, NY

Research dancers and dance activity in North Brooklyn.

- Created methodology for information gathering on target demographic
- Identified and interviewed individual dance makers including Elizabeth Streb, Jennifer Miller, Daria Fain, others
- Presented oral and written reports

Product Liability Litigation Paralegal, Orthopedic Reconstruction Products *September 1989 to January 2001*

Pfizer Inc — New York, NY

Team case load: approx. 180 national/50 international active claims annually, worth: up to several million

- Communicated case-relevant scientific, product and medical research to lawyers and business leaders
- Negotiated settlements on 5-20 claims annually, avg. worth from 1,000-\$500,000
- Managed secretarial and clerical staff; trained and managed interns

Education

MFA: Multidisciplinary Performance: DasArts at University of the Arts — Amsterdam, Netherlands

BA: History and Classics, Honors: CUNY Hunter — New York, NY, USA

Professional Affiliations

Puget Sound Grant Writers Association

Skills

Writing and editing, cultural awareness, targeting specific audiences, business writing, content creation, cross-functional management, multi-disciplinary analysis, facilitating and convening, grant writing, litigation, needs analysis, internal communications, organizational structure, paralegal, policies and procedures, presentations, research, strategic planning, teaching, training manuals, web content, ballet, performing arts, directing and coaching