

Michelle W. Malkin MJNM ■ MPA

michellewmalkin@gmail.com ■ 805-300-8060

www.linkedin.com/in/michellewmalkin ■ West Orange, NJ

10+ Years Experience in Nonprofit Executive Leadership

Driven executive dedicated to excellence in leadership, being a catalyst for organizational growth, and cultivating strong relationships with all stakeholders.

Professional Experience

Executive Director, *Temple Ner Tamid, Bloomfield, NJ*

June 2019 - Present

As the inaugural Executive Director of the organization, cultivated a culture of excellence across all facets, streamlined internal processes, and revolutionized user experience, culminating in unprecedented growth.

- **Strategic Planning & Vision:** Collaborating closely with staff and volunteer leaders, a comprehensive planning process was developed resulting in the formulation of a new vision statement and strategic pillars for the forthcoming five years.
- **Fundraising & Resource Development:** In an environment lacking a developed culture of philanthropy, donor tracking and moves management systems were initiated, alongside numerous donor recognition initiatives, resulting in a notable increase in contributions exceeding 50%. Under leadership, over two million dollars in grants were successfully secured to enhance the building's security, establish innovative programs, provide Preschool scholarships, support employee retention efforts, and aid in crisis recovery.
- **Board Relations & Governance:** With a substantial board and dedicated volunteers, collaboration with leadership centered on strengthening the leadership pipeline initiative. This involved nurturing potential donors and leaders across various levels of engagement to ensure that well-informed and experienced individuals fill key positions within the organization.
- **People Management & Culture Development:** Leading a team of three direct reports overseeing 35 full-time and 56 part-time employees, various initiatives were instituted to promote staff satisfaction, foster alignment between productive work and organizational objectives, and optimize the staffing structure to meet organizational requirements.
- **Program Innovation & Diversity, Equity, & Inclusion:** Collaborating with dedicated volunteers, substantial emphasis was placed on fostering a community that embraces individuals seeking belonging within the organization. Programs were developed to provide community members with a welcoming, low-barrier space to be together in an environment where everyone feels safe, respected, and valued.

Director of Philanthropy

2018 - 2019

Director of Operations, *Women of Reform Judaism, New York, NY*

2016 - 2018

Refined core processes, guided a strategic planning initiative, and exceeded budgeted fundraising objectives by pioneering new avenues for donor engagement.

- **Philanthropy:** Collaborated with committee members to allocate over \$300,000 in grants to small women-led groups, fostering innovative community initiatives. Facilitated tracking, follow-up, and impact reporting. Produced all marketing materials and promotional items aimed at informing constituents about the tangible impact of the distributed funds.

Volunteer Leadership Experience

Creator, Producer, & Host, *It's Who You Know! The Podcast* 2017 - Present

Conducted interviews with over 60 prominent leaders in the Jewish community, resulting in 35,000+ episode downloads and ranked in the top 15% among all podcasts.

- **External Representation & Thought Leadership:** Utilization of the podcast platform for conducting compelling interviews, delving into guests' journeys into leadership, their current endeavors, visions for the future, and perspectives on the broader Jewish community. Offering observations and reflections during these conversations, thoughtful questions were posed, providing insights into the Jewish communal landscape.

Board Member, *Yesh Tikva - A Jewish Fertility Community* 2023 - Present

Placed by Upstart Nonprofit Incubator and Slingshot Innovation Fund matching program to enrich the board make-up of emerging nonprofit organizations.

- **Movement Building:** Collaborating with dedicated staff, led initiatives to broaden the organization's impact in the New Jersey region including new programs and offerings.
- **Revenue Generation:** Leveraging a unique understanding of the institutional framework in New Jersey, cultivated significant relationships to secure grant funding and enhance awareness of the organization's mission and activities.
- **Strategy & Financial Management:** Utilizing professional experience, provide valuable insight and advice on the annual budget, financial performance, and strategy for growth.

President, *Garden Area Network of Synagogue Executives (GANSE)* 2020 - Present

Regularly coalesces a group of local executives to provide peer support, insight, and resources.

Leading Executives, *Leading Edge* 2022 - 2023

Executive training program focused on providing feedback, coaching, peer learning, and connection to foster thriving and healthy cultures in non-profit community organizations.

Planning Committee Member, *Re-Charging Reform Judaism* 2023 & 2024

Board Nominating Committee, *National Association for Temple Administration (NATA)* 2022

National Conference Committee, *National Association for Temple Administration (NATA)* 2021

Education

Masters in Jewish Nonprofit Management

Hebrew Union College - JIR

Master in Public Administration

University of Southern California

Bachelor of Arts in Religious Studies

California State University, Northridge

Early Career

Executive Director, *Temple Shalom of the South Bay*

Organizer and Consultant, *Jewish World Watch*

Fellowship Leader, *Progressive Jewish Alliance,*

Los Angeles (Bend The Arc)

Intern, *National Council of Jewish Women, Los Angeles*

Intern, *Jewish Community Foundation of Greater*

Los Angeles

Skills

Strategic Planning, Staff Development, Board Management, Teaching/Training, Project Oversight, Resource Development, Culture Analysis and Building, Institution Building, Public Speaking, Community/Partner Outreach, Leadership Development, and Exploratory Research.

Strengths

Input - looks to collect information

Developer - cultivates potential in others

Positivity - has contagious enthusiasm

Relator - enjoys close relationships

Empathy - senses other people's feelings