Caroline R. Wood, ms, caps, cea

### HIGH-ACHIEVING LEADER | PASSION FOR EMPOWERED LIVING

### 218-370-9845 🞂 caroline.wood76@gmail.com 🞂 [www.linkedin.com/in/carolinerwood](http://www.linkedin.com/in/carolinerwood)

Target: **Director or Coordinator of Aging Services**

Solutions-focused self-starter with broad and rich experience driving success of programs through strategic action and continuous improvement. Hands-on manager with 14+ years in leadership encompassing 5 years at director-level. Track record of achievement advocating on behalf of the aging population in nonprofit organizations as Executive Director, Owner, Board Member, and Volunteer. Confident, innovative, and energizing, regarded as Subject Matter Expert with unwavering work ethic and desire to exceed expectations.

### SELECTED EXPERTISE & TRANSFERABLE SKILLS

|  |  |  |
| --- | --- | --- |
| Advocacy (Aging) & EducationAdministrative ManagementData Analysis & Program PlanningGrant Procurement / FundraisingStrategic Change Management | Persuasive Communications / PresentationsActivities Coordination & ManagementCritical Thinking & Complex Problem SolvingRecordkeeping / Database ManagementBoard Meeting Participation & Contribution | Leadership / Staff SupervisionAccounting / Budget MonitoringTeam & Consensus BuildingCultural CompetencyCapacity Building / Planning |

### snapshot of proven value

|  |
| --- |
| FAST FACTS**Master of Science in Gerontology**Minnesota State University, Mankato Former IA Area Agency on Aging InternUSAF Commendation Medal RecipientProcured $70K+ in grant funding and increased participation 700%.Birch Grove FoundationLaunched and managed business focused on aging advocacy.Inspired Aging, LLCManaged teams, procedures, and policies for 12 years. United States Air ForceBusiness & Professional Women 1st VPMankato ChapterCertified Aging In Place Specialist Certified Eden AssociateAlzheimer’s Association Certified |

* **PROGRAM MANAGEMENT:** Championed program mission, led by example, and optimized use of available resources. Coordinated and aligned daily activities with contractual obligations and grant funding requirements. Orchestrated and managed fitness program for 600 personnel; managed 26 air procedures in 13 countries.
* **COMMUNICATION:** Diplomatically communicated sensitive information to stakeholders at all levels. Prepared and submitted monthly and quarterly briefs to high-ranking officials. Demonstrated exceptional interpersonal skills as a consummate professional.
* **RELATIONSHIP MANAGEMENT:** Built productive relationships, teams, and partnerships to support program objectives; Networked and interacted with seniors, officials, and community members.
* **COLLABORATION:** Developed program strategies during collaborative endeavors with cross-functional teams. Enthusiastically served on boards such as Minnesota River Area Agency on Aging, and Arrowhead Area Agency on Aging.
* **ADMINISTRATION:** Demonstrated autonomy and drive to support program mission while orchestrating administrative functions and planning/monitoring team performance. Leveraged exceptional skills in time/task management, quality assurance, and risk reduction.
* **FISCAL RESPONSIBILITY:** Oversaw budget, cost containment, and procurement of financial resources/grants. Built relationships with 40+ vendors and negotiated reduced pricing.
* **TECHNICAL PROFICIENCIES:** Employed knowledge of Microsoft Office Suite to perform daily activities. Demonstrated ability to quickly grasp new technologies and provide technical assistance as required.

### EXPERIENCE & RESULTS

**EXECUTIVE DIRECTOR, Birch Grove Foundation & Birch Grove Community School** 2014-2016

* Leveraged talents and expertise to support Board of Directors in driving success of key program initiatives.
* Heightened foundation’s visibility and promoted the mission with clear marketing and outreach messages.
* Excelled in performance of cross-functional tasks, including: administration, bookkeeping, reporting, facility management (Tofte Township contract), program development through grants and government contracts.
* Spearheaded Human Resource functions, such as performance management, reporting, and staff planning; identified need and procured two additional part-time staff to sustain programs and grants.
* Recovered, reorganized, and revitalized a 30 year old nonprofit. Positioned organization for future mission accomplishment and viability.
* Supervised 15 staff, 4 funding categories, 4 programs, and maintained a positive $500,000 budget.
* Procured $70,100 in grant funding within just 6 months; an unprecedented achievement for the organization.
* Increased health promotion and disease prevention program participation 700%.
* Stabilized funding formula with government, corporate, and nonprofit partners improving sustainability. Secured 30% regional funding increase in first 6 months.
* Created sponsorship, membership, fundraising, and event schedule; raised $26,750 in one year.
* Direct Marketing and Cause Marketing Campaigns raised $30,000 for the school in 6 months.
* Fund balance growth achieved for both orgnanizations for the first time in six years.
* Built an expanded sense of community, increased outreach, and maintained positive relationships.
* Reduced non-revenue generating workload and established funding stream for staff.

**OWNER, FOUNDER**  2012-2014

**Inspired Aging, LLC**

* Achieved strategic goals and objectives by performing cross-functional tasks as consultant, contractor, program lead, and service provider on initiatives to promote positive aging through wellness.
* Gained experiential knowledge and created innovative solutions to community challenges while completing a Master of Science degree in Gerontology.
* Launched business, identified solutions to daily challenges, and efficiently managed all aspects of operations.
* Awarded Health Promotion and Disease Prevention grant from Minnesota River Area Agency on Aging.

**MANAGER** (Summers) 2010 & 2011

**Mankato Farmers Market**

* Drove operational efficiency by orchestrating and managing logistics, marketing, and promotions.
* Demonstrated natural talent for engaging with diverse board members and general public.
* Built community through effective networking, committee participation, and strategic program design.
* Established and managed relationships with 40+ vendors, often resulting in reduced negotiated pricing.

**DIRECTORATE / MANAGER**  1996-2011

**United States Air Force** (Retired)

* Honed strengths in leadership, teamwork, and communication while managing programs, people, processes, procedures, and operations as Headquarters Manager.
* Translated and executed regulations in local, national, and international endeavors.
* Thrived in highly complex environments and international operations, while ensuring regulatory compliance.
* Optimized operational efficiency using inspections, quality assurance, risk management, and stellar time management skills.
* Planned and managed Air Force Unit Fitness Program for 600 personnel; received Commendation Medal.
* Empowered teams to achieve objectives as a leader for 12 years, manager 4+ years, and supervisor 7+ years (Air Traffic Control, Watch Supervisor, Instrument Procedure Developer, and Subject Matter Expert).
* Hand selected for Command and Control Operations Center in Middle East, achieving mission critical goals.
* Designed, developed, and managed 26 air procedures in 13 countries on 3 continents ensuring safe flight throughout the international operation field of Headquarters United States Air Forces in Europe.
* Trained and supervised air traffic controllers at the busiest fighter base in the world ensuring safe, expeditious flight to future Air Force F-16 fighter pilots.

### EDUCATION

**Master of Science in Gerontology, Minnesota State University, Mankato,** 2014

* Related coursework: Disability, Dementia, and Recreation Therapy; Area Agency on Aging Intern
* Honors: Sigma Phi Omega Honors and Golden Key International Honour Society

**Bachelor of Science in Professional Aviation, Embry Riddle Aeronautical University,** 2005

* Related coursework: Management and Safety

### BOARD PARTICIPATION

* Board Member and Strategic Planning Committee, Minnesota River Area Agency on Aging
* Advisory Council on Aging Committee, Arrowhead Area Agency on Aging
* Advisory Committee, Blue Earth County Human Service
* Mankato Chapter 1st Vice President, Business and Professional Women

### CREDENTIALS & PROFESSIONAL DEVELOPMENT

**Pending Certifications / In Progress**

* Activity Consultant Certified (ACC), National Council Certified Activity Professionals (NCCAP)
* Modular Education Program for Activity Professionals (MEPAP) 2, National Certification, NCCAP

**Active Credentials**

* Certified Aging In Place Specialist (CAPS)
* Certified Eden Associate (CEA), Eden Alternative Culture Change
* Certified Wellness Consultant (CWC), American Fitness Professional and Associates
* Alzheimer’s Association Certified, EssentiALZ, EssentiALZ Plus Dementia Advanced Care, and EssentiALZ Plus Dementia-Related Behavior
* Registered Yoga Teacher (E-RYT 200-hour) YogaFit: Level 1, 2, 3, 4, 5, Pre/Post Natal, Kids, Seniors, Special Population, Warrior, Mental Health, Therapy 1, 2, 3, YogaProps, YogaLean, YogaSweat, Pranayama, Anatomy & Alignment
* Personal Fitness Trainer, Group Fitness Instructor, Aerobic and Fitness Association of America (AFAA)
* CPR, AED, and First Aid Certification, American Red Cross
* Essentials of Natural Hygiene Certification (ENHC)
* Reiki Master Teacher, Advanced Reiki Training, Reiki Level 1 & 2, International Center for Reiki Training (ICRT)

**Selected Training**

* Arthritis Foundation Evidence Based Programs, Walk With Ease, Tai Chi for Arthritis, Fall Prevention, Zumba Gold, AromaTouch Technique

### PROFESSIONAL AFFILIATIONS

* Partner: NIA-NIH Go4Life, Therapy Dogs International
* Membership: ASA, GSA, NAPG, NAAP, MGS, MNSWAP, YogaAlliance, IAYT, ICRT, ArtSage, MPRA/MASS, ATRA/MTRA, ISAZ

 *Providing a local, regional,*

 *and global perspective!*