

Contact

Phone	303-746-5722
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Location	Seattle, WA 98116

Skills

- Nonprofit program management
- Professional public presentation
- Outreach and communications
- Building strong relationships and trust with diverse individuals
- Meeting facilitation
- Strategic planning
- Budget management
- Social media, website updates
- Grant writing
- Meticulous organizational skills
- Attention to detail
- Strong work ethic, self-motivation
- Software Proficiencies: Microsoft Office, MS Teams, Zoom, Canva, WordPress, Calendly, NetSuite

Training & Courses

- Anti-racism study group 2020-present: INVST Community Leadership Program
 - Attend or facilitate weekly meetings
- Practical Leadership 1.0: Cultivating Thriving Supervisory Relationships: Minnesota Council of Nonprofits (MCN)
- Transforming Difficult Conversations: MCN
- Shorebirds ID: Birds Connect Seattle
- Gulls ID: Birds Connect Seattle
- Raptors ID: Birds Connect Seattle

Community Service & Other Activities

- Volunteer weekly at Heartwood Haven Animal Sanctuary
- Volunteer weekly with EcoWB
- Birding
- Long distance trail running

Lindie Gardner (she/her)

Experienced nonprofit program director with a strategic, equitable, and mission-driven approach who is wholeheartedly committed to social and environmental justice, anti-racism, ecological sustainability, and diverse community leadership.

Education

- **Bachelor's • Ecology and Evolutionary Biology**
- **Certificate in Community Leadership Studies**
University of Colorado at Boulder • 2014 • 3.9 GPA

Experience

Program Director • WWIN

2014-2016, 2019 - present • Kirkland, WA (remote hybrid)

- Direct and administer scholarship and grant programs to 150-200 scholars and alumni per year with funds totaling \$750-900K annually
- Lead strategic and thoughtful program design and evaluation
- Conduct equity analysis of application and selection processes
- Build strong relationships with diverse scholars, centering their voices
- Train 115 volunteer application reviewers annually
- Propose and advocate for policy changes to advance equity/inclusion
- Effectively supervise direct report with a coaching approach
- Authored grant proposals resulting in over \$40K funding in one year

Secretariat to the Board • Ecologists without Borders (EcoWB)

2024 • Remote • Part time volunteer role

- Lead Secretariat co-supervising a team of volunteers
- Scripted, created video tutorials to educate project makers about LOI

Director of Training Programs • Fleet Feet Seattle

2017-2021 • Seattle, WA

- Managed running training programs of over 100 individuals
- Composed clear and motivational communications weekly
- Offered individualized support as needed to diverse participants

Emergency Medical Technician • Northwest Ambulance

2016-2018 • Everett, WA

- Provided compassionate emergency health care to diverse patients

Administrative Assistant • National Scholarship Providers Assoc.

2014 • Boulder, CO

- Collaborated with a small and hard-working team offering membership services to hundreds of scholarship providers