

Andrea Dunathan

SUMMARY

Many years of experience consulting with organizations of all sizes to evaluate their needs, creatively develop solutions that fit their situation, and help them successfully implement these solutions.

Experienced in:

- Strategic planning and budgeting
- Process evaluation/improvement
- Systems evaluation, selection, and implementation
- Performance management and reporting
- Facilitation to resolve conflict and develop new policies
- Stakeholder communications and change management

EXPERIENCE

2004- Present **Principal Consultant, Dunathan Consulting, LLC, Silver Spring, MD**

Helping client organizations operate more effectively, to free up time to focus on their core work.

Selected project summaries:

Worked with a global nonprofit's HR and program staff to evaluate their needs for accurate, up-to-date, centralized HR information for offices in over 50 countries. Developed requirements for a new online HR system to meet the needs of diverse stakeholders worldwide.

Conducted performance analysis of a rural transit agency's manual data management system. Recommended several options to the executive director and the board for automation of data management to improve management reporting, route planning, grant compliance reporting, and financial reporting.

Evaluated business processes and systems functionality for finance, sales, and other departments at a private-sector advisory company to design and implement the capability to handle multiple currencies for the first time. The \$1.5 million, 19-month project launched successfully and the company has since introduced additional currencies using the same model.

- Facilitated policy discussions among finance, sales, and other departments in order to introduce significant business process changes to handle financial valuations across currencies.
- Worked closely with finance and sales departments in the USA, Europe, and Australia to uncover areas where business processes would need to be created or adapted to handle new finance requirements
- Brought together disparate high-level stakeholders to agree on complex, contentious policy decisions
- Designed and managed implementation of software changes across multiple systems to support and enforce new financial and sales policies and processes.

Analyzed and documented a global nonprofit's complex supply chain and financial processes for four multi-million dollar programs providing public health supply chain services to over 50 countries.

- Conducted interviews with over 100 staff in the USA, Europe, and Africa to map out financial and supply chain processes, including complex funding arrangements
- Output was used to assess options and scope for of a major initiative to replace IT systems

Helped the executive director of a small arts & culture nonprofit facing a merger with a larger nonprofit to envision the future for the joint organization and to develop a strategic plan, action plan, and budget for the joint organization's first year.

Helped the executive director of a small community gardening organization to develop a budget that she understood and could use effectively to track financial status throughout the year.

Provided facilitation for several planning events involving staff from multiple international aid agencies.

- Strategic planning for a multi-million dollar public health project in Copenhagen, Denmark:
 - Designed and led four-day workshop to unite the interdisciplinary international team on a strategic plan and action plan
 - Designed and led three-day meeting to develop an updated annual action plan and performance metrics, using their newly implemented PRINCE2 project management standard
- Facilitated three-day conference on pharmaceutical quality assurance in Arlington, VA

Coordinated among agencies with staff in DC, New York, and Copenhagen to improve the quality of global data reporting on public health supplies donations to 130 countries. Supported the transition of the reporting website from a US-based NGO to an international agency in Copenhagen by managing the documentation of all work processes associated with the site.

Facilitated design discussions with USAID and its grantee, a global nonprofit, to design web reports for better performance management and information sharing with USAID and their clients across the world. Helped the nonprofit's project staff to implement best-practice IT processes, and presented new process models to USAID for buy-in and approval.

Created and conducted training on budgeting, budget monitoring, and grant oversight for government and nonprofit audiences.

Prior experience includes:

- Business Analyst, Strategic Planning & Budget, Washtenaw County, Michigan
- Accounting and Auditing Contractor, Detroit and Chicago
- Research Associate, Weinberg Consulting Group, Washington DC
- Research Associate, University of Michigan Medical School, Ann Arbor, MI

EDUCATION

Harvard University B.A. *cum laude*, Biology, 1991

Other Education and Training: Project Management Skills Workshop (AMA)
Performance Management & Budget Reform (GFOA)
OMB Fiscal & Administrative Requirements for Grant-Funded Programs
Financial and Managerial Accounting

MEMBERSHIPS

Greater Silver Spring Chamber of Commerce
Mid-Atlantic Facilitators Network
Women In Technology

VOLUNTEER WORK

2016-17	Mid-Atlantic Facilitators Network, Washington, DC	Serve as Treasurer of the board for this nonprofit professional association.
2010	Crisis Commons, Washington, DC	Served as volunteer business analyst at “crisis camp” bootcamps to provide support for various humanitarian crises.
2007	NEW Center, Ann Arbor, MI	Developed and taught a workshop on financial management for nonprofits at a local center for nonprofits in Ann Arbor, MI.
2005-07	People's Food Coop, Ann Arbor, MI	Served on Board of Directors; facilitated board meetings; co-developed and taught new board member orientation.
2005	Ecology Center, Ann Arbor, MI	Served on Board of Directors.
2005	UN Volunteer Program, online	Researched and prepared report for UNDP staff on viable technology options for establishing community radio stations in Lao PDR.
2004	Agrarian Adventure, Ann Arbor, MI	Acted as pro bono advisor to newly formed school gardens group, helping director with financial management, budgeting, and other internal operations.