

JAN R. ARNOLD

CAREER

Park District of Oak Park, Oak Park, IL 2012-Present

Provide executive leadership to the local park district serving over 52,000 residents. Provide leadership to the community in support of parks and recreational opportunities. Deliver quality programs and facilities.

Executive Director

- Provide leadership to over 50 full-time and 450 part-time and seasonal staff members
- Responsible for a \$19 million dollar operating budget
- Led over \$30 million dollars in facility and park capital projects
- District received Illinois Distinguished Accreditation
- Oversight of creation of Comprehensive Master Plan for the District
- Implementation of performance management system for internal and external benchmarking

ILLINOIS PARK AND RECREATION ASSOCIATION, LaGrange, IL 2011-2012

Provide executive leadership to the state parks and recreation association for over 2,500 professionals. Deliver quality and timely education, network and resources to build strong professionals and thus stronger communities.

Executive Director

- Increased year-end association assets by 55%
- Created IPRA's Leadership Academy for parks, recreation and conservation professionals
- Led the development and delivery of a statewide conference for over 4,500 attendees
- Created a \$245k endowment to fund educational efforts for members and students
- Develop, defend and manage a \$1.3 million dollar budget
- Responsible for supervision and staff development of six staff
- Led the implementation of a three-year strategic plan for service enhancement and member value

JUMPSTART FOR YOUNG CHILDREN, Chicago, IL 2010-2011

Led Chicago affiliate to increase awareness around early literacy and secured funds to expand program.

Executive Director

- Increased contributions by 50% from corporations and foundations
- Provided leadership to an eight member Advisory Board
- Orchestrated new university and community partners to facilitate a 48% increase in children served
- Developed, defended and managed a \$1.1 million dollar budget
- Responsible for supervision and staff development of nine full-time and 160 part-time staff

KPMG LLP, Chicago, IL 2008-2009

Advisor to senior-level clients in the public sector on a range of critical and strategic issues.

Senior Manager

- Conducted workshops for key stakeholders to identify potential opportunities, challenges and strengths
- Briefed executive clients on assessment findings, recommended action, and spend justification
- Led engagements to assist large government agencies to improve operations by consolidating departments, streamlining processes, and reducing redundancies which resulted in cost savings and greater efficiencies
- Led engagements to assist local government entities to improve business processes for better results

CITY OF CHICAGO, Chicago, IL 2005-2008

Senior-level staff member, reported directly to the Commissioner, responsible for the development of strategic initiatives and tactical implementation for both the Department of Aviation and the Department of Buildings.

First Deputy Commissioner – Department of Buildings, 2007-2008

Chief Administrative Officer – Department of Aviation, 2005-2007

- Developed and managed operating budgets of \$20+ million for administrative and management functions.
- Responsible for supervision of four deputy commissioners and 200+ full-time staff
- Supervised the performance management process, including setting divisional goals, meetings with division heads to analyze data and developing new policies and procedures to ensure continuous improvement
- Prepared department materials, conducted briefing sessions and defended budgets before City Council
- Established a risk management program and instituted staff trainings for Department of Aviation personnel
- Reduced customer complaints by 60% through restructuring processes and improving communication

YMCA OF METROPOLITAN CHICAGO, Chicago, IL

2000-2005

*Served in executive positions that improved business processes and enhanced performance of organization.****Vice President of Programs and Membership, 2002-2005******Vice President of Operations, 2001-2002******Executive Director – Lake View YMCA, 2000-2001***

- Project Manager for construction and opening of a new \$12.3M YMCA; opened on-time and on-budget
- Developed, defended and managed grant applications and expense reporting for The Robert Wood Johnson Foundation and The Chicago Community Trust for grants totaling over \$4 million
- Established program pricing guidelines which resulted in a 25% increase in program revenue in one year
- Assisted in facility restructuring efforts that resulted in the closing of five under-performing centers and the realignment of program offerings for four others, resulting in savings in excess of \$1.8 million annually
- Developed trainings for 2,000+ employees emphasizing customer service, fiscal management and leadership
- Provided leadership to 16 urban YMCA executives and managed operating budgets in excess of \$25 million
- Orchestrated partnerships with local school district and community not-for-profits
- Responsible for supervision and staff development of 32 full-time and 150+ part-time staff at Lake View
- Developed, defended and managed a \$4.2 million dollar budget for the Lake View YMCA
- Led a \$1.8 million dollar rehabilitation project on a 90-year old facility that created state-of-the-art facilities and in turn allowed the center to grow fitness memberships by 20%

WHEELING PARK DISTRICT, Wheeling, IL

1993-2000

*Instrumental in program and membership growth, facility expansion projects and standardizing protocols.****Superintendent of Recreation Facilities, 1997-2000******Assistant Superintendent of Recreation, 1995-1997******Fitness and Athletic Coordinator, 1993-1995***

- Developed and managed budgets in excess of \$4 million
- Responsible for staff development and supervision of five full-time and 100+ part-time staff
- Assisted in design and construction phases of multi-million dollar facility additions and renovations
- Designed and implemented agency-wide performance appraisal system, including training of all managers
- Facilitated the development of department goals and objectives to meet the organization mission
- Prepared and presented budgets, annual reports and project proposals to elected Board of Commissioners
- Instrumental in growing district's operating revenue by 44% from \$9.3 million to \$13.3 million
- Benchmarked facility and program trend data that provided support for a facility expansion
- Increased program participation over 150% in six years for a community of over 32,000
- Provided program leadership for all fitness, aquatic and youth and adult sports programs
- Assisted in the successful passage of a tax rate increase referendum for park district facility improvements
- Worked with school district staff in administering intergovernmental agreements for shared facilities

OTHER PROFESSIONAL EXPERIENCE

United States Air Force, Recreation Management Specialist, Homestead, FL and Langley, VA	1991-1993
Division of Recreational Sports, Indiana University, Graduate Assistant, Bloomington, IN	1990-1991
United States Naval Base, Athletic Coordinator, Yokosuka, Japan	1990
Southern Indiana YMCA, Internship: Day Camp and Athletics, Jeffersonville, IN	1989

EDUCATION

MBA, The Lake Forest Graduate School of Management, Chicago, Illinois	2002
MS, Sports Administration, Indiana University, Bloomington, Indiana	1992
BS, Therapeutic Recreation, American Humanics, Murray State University, Murray, Kentucky	1990

COMMUNITY AND PROFESSIONAL INVOLVEMENT

Longfellow Elementary School PTO: Parent Volunteer

Jumpstart for Young Children: Advisory Board Member

Axelson Center of Nonprofit Management, North Park University: Advisory Board Member and Adjunct Faculty