



Lydia Maola

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Mission | Collaboration | Relationships

SUMMARY STATEMENT: Enthusiastic, experienced, creative and competent nonprofit administrative leader eager to serve a mission centered in humanity.

Work Experience

Director of Operations: Ss. Peter and Paul Jesuit Church 2008-Present (Hybrid)
Administrator responsible for the day-to-day operation and use of the physical plant, administrative offices, community outreach programs and business matters requiring management of financial and personnel resources.

- ◆ Collaborate with advisory leadership team to create programming and increase membership and engagement by four times in 10 years.
- ◆ Build repour with community partners as the pastor designee for local, community and regional civic events.
- ◆ Increase recruitment of volunteers by 100%. Encourage and foster peer training, scheduling and online tools.
- ◆ Community assimilation to digital media as editor of communications including social media platforms, annual magazine, and bi-monthly e-newsletter.
- ◆ Successful migration to CRM software and online giving tools for 2000 constituents.
- ◆ Responsible for \$350K annual operating budget, preparation of financial statements and presentation of such to members. Successful at implementing best practices.
- ◆ Maintain relationships with long-term vendors for successful care of historic building while keeping costs 5% below budget.
- ◆ Managed and supervised \$1.5M in projects from master plan to construction as owner representative.

Religious Education Secretary: Holy Innocents-St. Barnabas Church 2008

- ◆ Assist Director of Religious Education in building syllabus and programming.
- ◆ Collaborate, plan and prepare group activities for 100+ families.
- ◆ Maintain database of families and children in classes and completing sacraments.

Owner: AnnStarr Enterprises 2004 - 2008

- ◆ Certified nursing care for an average of 10 individual patients in their homes.
- ◆ Successfully managed errands, activities of daily living, cleaning, medical appointments and medication schedules.
- ◆ Assisted in-home caregivers with maintaining routines and care plans.

Support Group Coordinator: St. John Hospital 2000 - 2002

Together Let's Cope (TLC), Neonatal Intensive Care Unit Parent Peer Group

- ◆ Match graduate parents as companions to parents caring for their own hospitalized children.
- ◆ Liaise with hospital administration to build awareness and care for families needs.
- ◆ Maintain calendar of events for graduate parents to stay connected and continue relationships after NICU graduation.

Education and Development

- ◆ **Ferris State University**
Project Management
Facility Management
- ◆ **Nonprofit Leadership Alliance**
Certified Nonprofit Professional
- ◆ **Loyola - New Orleans**
Ministry of Management
- ◆ **American Red Cross:**
Certified Nursing Assistant

Skills and Characteristics

- ◆ Balance Priorities
- ◆ Organized
- ◆ Strategic Thinker
- ◆ Self-starter
- ◆ Detail Oriented
- ◆ Good Listener
- ◆ Succinct Writer
- ◆ Strong Work Ethic
- ◆ Loyal

Leadership

- ◆ I-375 Advisory Committee
- ◆ Gesu Church Diversity Hiring Committee
- ◆ March for Babies
Ambassador Family
- ◆ Together Let's Cope Parent

Volunteering

- ◆ Wounded Warrior Project
- ◆ Habitat for Humanity
- ◆ Pope Francis Center
- ◆ St. Barnabas Church
- ◆ St. Ronald Church

Interests and Hobbies

- ◆ Antiquing
- ◆ Nature trail walking
- ◆ Kayaking
- ◆ Furniture refinishing