

Mary Martin mgm1787@outlook.com

ORGANIZATIONAL LEADER | STRATEGIC PROJECT MANAGER

Mission driven administrator with eight years of non-profit leadership; Proven expertise in fundraising, strategic development and financial oversight; adept at aligning daily operations with a long-term vision to foster a collaborative culture with staff, board members, donors, and the community; attains goals through data-informed decision-making.

Leadership Experience

- Full cycle donor engagement
- Financial Stewardship over \$2.5 million
- Created partnerships with leadership teams and outside agencies
- Lead organizational vision and aligned strategic direction with mission
- Developed, created, and presented a variety of initiatives and programming
- Mentored staff and volunteers

Principal

Holy Rosary Academy – Nashville, TN
2023–2024

- Guided faculty in implementing Professional Learning Communities (PLCs) to enhance collaboration and instructional best practice
- Directed safety readiness initiatives in partnership with facilities and public safety teams.

Affiliations and Development

*University of Notre Dame ACE Principal,
University of Cincinnati Back to Business
Cohort, HOPE Board, Kiwanis, Nashville
Catholic Business Women's League*

Education

Xavier University – Cincinnati, OH

Master of Education in Administration

Purdue University Calumet – Hammond, IN

Bachelor of Science in Elementary Education

Middle School Science Endorsement

Core Competencies

- LMS and donor management software
 - Bloomerang, FACTS, other SIS
- Strategic Planning & Execution
- Cultivation of gifts
- Enrollment Management & Growth
- Stakeholder & Community Engagement
- Grant Management
- Mission Identity
- Interdepartmental liaison
- Professional Learning Communities (PLCs)
- Team Recruitment & Retention
- Accreditation & Compliance (OCSAA)

Principal

Archdiocese of Cincinnati Schools – Cincinnati, OH

2011–2016

- Produced internal and external communications to engage parish, parent, and civic communities
- Experienced in accreditation processes, serving as External Validation Chair for OCSAA
- Increased school enrollment by 15% over two years through strategic outreach and academic programming
- Ensured responsible financial oversight and grant management
- Recruited, developed, and retained high-quality educators through intentional hiring and mentorship