

## **SUZANNE TAN**

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### **SUMMARY**

- Over 20 years of cumulative experience in non-profit arts administration, development, curatorial, marketing, fundraising, and arts advocacy, including over 12 years in senior and director level management positions working closely with Boards of Directors.
- Strong familiarity and relationships with an interdisciplinary array of regional and nationally recognized artists, arts professionals, and organizations, primarily in the visual arts sector.
- Leadership roles in non-profit and arts sector organizational development, including strategic planning, fund development, and philanthropic cultivation

### **PROFESSIONAL EXPERIENCE**

#### **Independent Arts Consultant**

05/14 – present

Advising organizations experiencing a variety of organizational transitions from the lens of several years of experience as the Executive Director of two respected Bay Area community-based arts organizations. Areas of emphasis may include work in strategic planning, development, Interim director appointments, Board cultivation and composition, and community engagement initiatives, as well as a variety of related writing and research projects. Past consulting assignments with community-based arts organizations have included The David Brower Center, Berkeley, CA; Museum of Craft and Design, San Francisco; JFK University Museum Studies program, Berkeley, CA; and the Graduate Theological Union, Berkeley, CA, in addition to significant work experience in the field. Professional peer review assignments through the American Alliance of Museums MAP assessment program over a 10-year period have included the Wheaton Arts and Cultural Center in NJ and the Frost Art Museum in Miami, among many others.

#### **Fund Development Manager**

*Center for Nonprofit Management, Los Angeles*

09/15 – 05/16

Newly created position developed to enable this long-standing nonprofit management center serving greater Los Angeles County to bolster its efforts to develop more sustainable and secure contributed revenue from a variety of broad-based sources including foundations, corporations, businesses, government agencies, individuals, and related special campaigns.

#### **Executive Director, Berkeley Art Center, Berkeley, CA**

02/09 – 12/13 (4 years, 10 months)

Directed and led all aspects of this community-based non-profit visual arts organization through the initiation, development and creative realization of visual art exhibitions, education programs, artists workshops, community partnerships, and artist support networks, working with a 10-member Board of Directors. Oversaw and managed all development, strategic, administrative and marketing functions as well as the staff lead on policy, direction, and civic advocacy for the arts to further the organization's mission and priorities. Responsible for significant increases in membership, contributions, and annual budget. Successfully realized a world-class sculpture patio as an adjunct multi-capacity space at Berkeley Art Center. Curated over 25 exhibitions and 6 related catalogs while organizing and overseeing over 50 related programs featuring noted Bay Area artists as well as well-known arts professionals, curators, critics and patrons.

**Adjunct Professor, JFK University, Berkeley, CA**

04/06 – present (6 years)

Taught graduate level courses in the Museum Studies Department. Issues explored in 11-week courses included strategic planning, fundraising, collections management and care, marketing, board relations, and budget development

**Director of Institutional Giving, Armory Center for the Arts, Pasadena, CA**

08/07 – 05/08 (9 months)

Responsible for the research and development of foundation, corporate, and government grant proposals to support a variety of art education and exhibition programs at this multi-service community art center. Served as the staff lead for the organization's strategic planning efforts, working closely with the board's planning committee and executive director. Developed and implemented planning documents, resulting from a series of staff and board retreats, supporting the organization's first strategic plan in several years.

**Director of External Affairs/Consultant, Santa Monica Museum of Art, Santa Monica, CA**

08/06 – 08/07 (1 year)

Created and implemented overall development strategy for this established mid-sized art museum. As a consultant, developed final strategic and income development plans; built membership and benefits structure; researched, developed, and wrote grant proposals/reports; and formulated new approaches to education and community outreach. Previous to this, served in the capacity of Director of External Affairs, a full-time, senior-level development and marketing position, with many similar responsibilities.

**Kala Art Institute, Development Director, Berkeley, CA**

04/03 – 06/06 (3 years, 2 months)

Responsible for all fund development activity, grant submissions and reporting, donor cultivation, grants research, tracking, and database management systems at this established, mid-sized non-profit printmaking, residency, and educational organization. Raised over 900K in just over three years from a variety of local and national funding sources. Worked closely with the Executive Director on a recent feasibility study to prepare for a potential capital campaign. Spearheaded internal strategic planning, staff development and communications efforts, resulting in the complete revision and update of internal policies and a series of facilitated board/staff retreats leading to significant organizational change.

**Executive Director, Richmond Art Center, Richmond, CA**

02/00– 6/06

As Executive Director from 2000-03, supervised a staff of ten and lead all aspects of the organization, helping it quickly emerge from a serious deficit by raising significant corporate and private contributions and building an entirely new board. Returning to this role in 2005 in an extended, year-long interim capacity due to a sudden change in staffing, restored nearly 50% of the annual funding base and secured funding to support a strategic planning process to help guide the organization's next steps.

**OTHER PROFESSIONAL EXPERIENCE:**

Exhibitions Project Manager, **Japanese American National Museum, Los Angeles, CA**

Program Coordinator, **San Francisco Museum of Modern Art, San Francisco, CA (6 years)**

**EDUCATION**

**John F. Kennedy University, Berkeley, CA; MA, Museum Studies**

**University of Colorado, Boulder, CO; BA, Humanities**