

# Joshua Lee Hofer

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**A highly analytical, detail-driven professional with a passion for development and enabling mission and charter-driven organizations and businesses to succeed. Joshua's experience spans from a South Dakota family farm to six years' employment in the non-profit sector across four states, capstoned by a master's degree focused upon leadership in the creative sector.**

## AREAS OF EXPERTISE

- Financial Management
- Grants Administration
- Client Interaction
- Program Development
- Fundraising
- Prospect Research
- Grant Writing
- Database Management
- Accounting

## HIGHLIGHTED EXPERIENCE

### HOFER DEVELOPMENT AND WRITING SERVICES, LLC

May 2016 – Present

*Hofer Development and Writing Services offers contract grant writing, research, and development services. In the past 3 years, total fundraising has exceeded \$600,000 in successful grant proposals.*

### WASHINGTON PAVILION OF ARTS AND SCIENCE, Sioux Falls, SD

May 2015 – May 2016

*The Washington Pavilion is the region's home for the arts, entertainment, and science. Located in a beautifully renovated historic building in downtown Sioux Falls, it is one of only a few facilities in the world to bring together under one roof the performing arts, visual arts, interactive science, and educational opportunities.*

#### **Development Specialist: Grants Coordinator**

- Directly responsible for managing a portfolio of Foundation, Corporate, and Government support totaling over \$200,000 annually.
- Manage and develop relationships with current and prospective funding partners, including the conveying of progress and final reports per grantor standards and requirements.
- Coordinate with Development Director and supporting staff to fundraise over \$1.2 million annually.

### HOFER CONSULTING, Freeman, SD

May 2014 – December 2015

*Beginning in late 2014, collaborated with a group of both area growers and artists, as well as outside design and business professionals to create a multidisciplinary project called the Freeman Arts/Earth Center. Work continues on this project today.*

#### **Freelance – Agriculture and Community Development Consultant**

- Led research into aquaponics, aquaculture, and a variety of alternative agriculture strategies.
- Secured a \$150,000 OurTown grant on behalf of the project from the National Endowment for the Arts.

### HISTORY THEATRE, St. Paul, MN

November 2014 – April 2015

*History Theatre is a 3-time IVEY Award-winning theatre, and is recognized nationally as a leader in producing historical work. Located in downtown St. Paul, MN, the History Theatre commissions, develops, and produces new and existing works about Minnesota, the Midwest, and the diverse American experience.*

#### **Development Assistant**

- Processed all individual and institutional contributions using FundRaiser Professional.
- Managed and recorded financial transactions via WinTix and organizational databases.
- Served as a primary Development contact for donors and the general public contacting History Theatre.

## BLOOMINGTON PLAYWRIGHTS PROJECT (BPP), Bloomington IN

2012 – 2014

*The Bloomington Playwrights Project is the only professional theatre in the state of Indiana dedicated solely to new plays. Their productions have seen revivals in equity and repertory houses throughout the country, and the organization regularly produces shows written by prominent playwrights from around the world.*

### Development and Marketing Associate

- Developed and executed donor development strategies and events for the BPP Annual Fund, accounting for 55% of the annual budget.
- Planned and managed major events for the organization totaling \$65,000 in 2013.
- Assisted in Grant Writing and Prospect Research efforts.

## SILVER LAKE SWEET CORN, Dolton, SD

Spring/Summer of 2009 – 2012

### Owner

- Developed marketing plan, involving the continued cultivation of over 250 personal contacts & roughly 25 farmers markets & grocers per season
- Grossed, on-average, around \$10,000 in sales over a 4-week selling period per season
- Hired, supervised and trained 5-7 part time employees in the 2012 season

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## ORGANIZATIONS AND AFFILIATIONS

|                                        |              |             |
|----------------------------------------|--------------|-------------|
| NATIONAL GRANT PROF. ASSOCIATION       | Member       | 2015 –      |
| SD ASSOC. OF FUNDRAISING PROFESSIONALS | Member       | 2015 –      |
| SIOUX FALLS CHAMBER OF COMMERCE        | Member       | 2015 –      |
| FREEMAN EDUCATION AND RESEARCH         | Board Member | 2014 – 2016 |
| MN PEACEBUILDING LEADERSHIP INSTITUTE  | Board Member | 2014 – 2015 |

## HONORS AND CERTIFICATES

### OTA Builder

Through a competitive application process by OTA and sponsored by the Bush Foundation, was recognized in 2016 as one of twenty creative catalysts and community builders within the states of South Dakota, North Dakota, and Minnesota.

### Certificate of Achievement, Principles & Techniques of Fundraising

*The Fund Raising School in the Indiana University Lilly Family School of Philanthropy*

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## EDUCATION

### Master of Arts - Indiana University, Bloomington, IN - School of Public & Environmental Affairs

Course highlights: / *Financial Management / Management in the Nonprofit Sector / Grant Administration and Proposal Development / Public Policy in the Non-Profit Sector*

### Double Bachelor of Arts - Goshen College, Goshen, IN

Course highlights: / *Intro to Business / Office Software Productivity / Oral Communication*

*References & Additional Projects Available Upon Request*

## **Consulting Experience**

### **Value-Added Agricultural Development Center – Pierre, SD**

*Grant Writer* May 2016 – Present

Primarily working on federal Value-Added Producer Grants - USDA

### **Prima Theatre – Lancaster, PA (via telecommute)**

*Grant Writer, Development Consultant* April 2016 – Present

Grant review/editing, prospect research.

### **Heritage Hall Museum – Freeman, SD**

*Grant Writer, Editor* January 2016 - Present

Grant writer, prospect research.

### **City of Freeman – Freeman, SD**

*Grant Writer, Community Development Consultant* June 2014 – Present

Various assignments, most notably grant writer for a successful, \$150,000 National Endowment for the Arts grant.