

MARY SNOW

1500 Genoa Street – Coral Gables, FL. 33134 - (305) 606-6279 – mary@gablesfoundation.org

PROFESSIONAL EXPERIENCE

Executive Director

January 2014-Present

Coral Gables Community Foundation, Coral Gables, FL.

- Responsible for Foundation's daily operations, staff and Board of Director activity.
- Responsible for all Foundation fundraising events, activities and initiatives to carry out the organization's mission of enhancing the quality of life in Coral Gables
- Manage community outreach efforts on behalf of the Foundation and its Board of Directors in areas such as education, historic preservation, health and enhancements to arts and culture in the community
- Oversees the Foundation's semi-annual grants and annual scholarship selection and distribution process

Managing Director, Client Services

2005-2014

The Washington Economics Group, Inc., Coral Gables, FL.

- Managed the firm's client services by engaging clients, maintaining and promoting client relationships with attention to community, business and political impacts. This includes working with clients to facilitate their business interests and achieve their organization's goals.
- Served as community liaison with the civic and business communities including Chambers of Commerce, trade associations and business organizations locally to promote the reputation and services of the firm.
- Managed all phases of client projects from inception to completion including budgeting, meeting project deadlines, invoicing, payments and collections and the successful delivery of the finished product.
- Developed marketing materials to promote the firm's services in order to attract new business through research of potential clients and strategic marketing plans.
- Monitored and kept abreast of local, municipal and state RFPs that fit the criteria of the firm's core competencies. Prepare all responses to RFPs on behalf of the firm and consulting team in accordance with the requirements of the solicitation.
- Managed the consultants, associates and interns of the firm.
- Drafted new business proposals on behalf of the firm.

Government Relations Consultant

2004 –2005

Robert M. Levy & Associates, Miami and Tallahassee, FL

- Registered Lobbyist with the State of Florida representing non-profit, municipal, private-sector and educational institutions.
- Organized and executed campaign fundraisers locally and around Florida, Miami-Dade Days and various events within the State, Miami-Dade County and local municipalities.
- Identified potential campaign donors and facilitated distribution of the funds under Florida law.
- Served as legislative liaison between the State Legislature and private-sector, public-sector and non-profit clients in order to pass and influence legislation.
- Managed the firm's client relationships while representing their interests to local and state elected officials.
- Assisted with all fundraising efforts on behalf of the firm.
- Represented the firm's interests with trade associations and their memberships around the State of Florida.

EDUCATION

Florida State University, Tallahassee, FL

2004

Bachelor of Science

COMMUNITY INVOLVEMENT

- Member, Developing Arts in Neighborhoods Grants Program panel member, Miami-Dade County
- Board Member, Coral Gables Chamber of Commerce
- Current Member, Beaux Arts
- Current Member, Coral Reef Yacht Club
- Founding Member, Ponce Society of Young Professionals - Coral Gables Community Foundation
- Current Member, Junior League of Miami – Chair of the Kathryn Menke Miller Scholarship Fund – 4 years