

JEANNE K. BENZ

Nonprofit Operations Leader

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PROFESSIONAL PROFILE

Nonprofit operations leader with nineteen years in education administration. I build and safeguard the operational backbone that lets a mission-driven organization grow without breaking: budgets that hold, grant funding that clears compliance, boards that get what they need, and audits that come back clean.

A background in sociology and a lifelong commitment to equity inform a deep, personal motivation to support organizations working to remove systemic barriers and expand opportunity. Whether shaped by institutional disenfranchisement, addiction, illness, or lack of economic agency, the challenges faced by vulnerable populations are not abstract, they are concrete and improvable. The organizations doing that work need more than conviction. They need infrastructure: the financial discipline, regulatory compliance, and operational systems that let a mission survive contact with reality. That is the work I do.

TRACK RECORD

12	consecutive clean independent audit opinions — spanning organizational growth, federal relief funding, and terminal wind-down
\$2M → \$5M	operating budget growth managed across eleven years, funded primarily through enrollment-driven per-pupil revenue
360	students — full enrollment capacity reached in 2017, including the facilities construction project that created the space
2016	charter renewal secured before an authorizing district openly opposed to charter schools
\$1M+	in grant funds administered — proposal development through award closeout and compliance reporting
19	years in nonprofit education operations, across founding, scaling, and responsible closure

CAPABILITIES

Operations & Finance · Budget development and management · Financial reporting and forecasting · Audit preparation and response · Procurement and vendor contracts · Risk management	Funding & Compliance · Federal and state grant administration · Proposal development and submission · Allowable-use determination · Expenditure monitoring and closeout · Regulatory and funder reporting
Governance & People · Board support, reporting, and materials · Open-meetings and public-records compliance · Human resources administration (SHRM-CP) · Recruitment, onboarding, and benefits · Employment compliance	Growth & Facilities · Enrollment and community outreach · Capital and construction projects · Facilities and safety compliance · Systems design for organizational scale · Organizational wind-down and dissolution

FUNDING STREAMS ADMINISTERED

Title II — Teacher Training & Recruitment	Equipment & Technology Grants
Title IV — Student Academic Enrichment	Literacy & Instructional Materials Grants
IDEA — Individuals with Disabilities Education Act	School Program Initiative Grants
ESSER — Emergency Relief Funds	Title I — High-Poverty School Support

Scope spanned proposal development, application submission, award management, expenditure monitoring, compliance reporting, and stakeholder communication — the full lifecycle of a nonprofit development and grants-management function.

PROFESSIONAL EXPERIENCE

Director of Operations | Gardens School of Technology Arts, Palm Beach Gardens, FL | 2014–2025

Directed all non-instructional operations for a nonprofit K-8 public charter school: finance, human resources, facilities, procurement, compliance, and technology. Led the 2016 charter renewal, managed growth to full enrollment capacity, administered the federal funding portfolio, staffed the governing board, and delivered twelve consecutive clean audits. Led the organization's closure and wind-down in 2025 after the leased facility was sold, including return of public funds and property, staff separations, family transition support, and a clean terminal audit.

Enrollment Coordinator & Front Office Administrator | Gardens School of Technology Arts | 2011–2014

Founding staff member; served on the volunteer team that launched the school from 2010. Owned family recruitment and enrollment through the school's first three years, building the relationships and pipeline that established its enrollment base.

Founder & Director | The Children's Academy at Covenant, Palm Beach Gardens, FL | 2006–2011

Founded and led a 501(c)(3) early childhood program serving more than 60 children ages 2-4: incorporation, tax-exempt status, licensing, facility, and programming. Registered as a Florida VPK provider in the state program's second year, building compliance for a state initiative with no established precedent. Maintained enrollment through the 2008 downturn.

EDUCATION & CREDENTIALS

M.A., Communications — University of Florida (in progress, expected 2028)

B.A., Sociology / Criminal Justice — Florida International University

SHRM-CP — Society for Human Resource Management Certified Professional

Grant Seeking Essentials Certificate

Available for operations leadership, executive, and consulting engagements with mission-driven organizations.

Let's talk about what it takes to keep your organization running well.