

**City of Peoria  
Committee Volunteer Interest Sheet**

Committed volunteers play an important part in shaping Peoria's future. Committee members assist the City Council and Administration in developing policies and services which reflect the needs and values of the entire Peoria community. As a member of a City committee, you serve as a respected community advisor to the City Council and Administration.

While volunteer involvement requires time and effort, it also provides an opportunity for genuine public service. In addition, you gain knowledge about the role of City Government and its day-to-day operations.

If you are interested in joining over 400 Peoria citizens currently serving as volunteer committee members, please complete this volunteer interest sheet and profile and return it to the:

City of Peoria  
Attn: Boards and Commissions  
419 Fulton Street, Suite 207  
Peoria, IL 61602

Any questions can be directed to: [boards\\_commissions@peoriagov.org](mailto:boards_commissions@peoriagov.org) or by calling (309) 494-8519.

I am interested in serving on the following committees:

<input type="checkbox"/>	Advisory Committee on Police-Community Relations	<input type="checkbox"/>	Peoria Civic Center Authority
<input type="checkbox"/>	Board of Examining Engineers	<input checked="" type="checkbox"/>	Peoria Housing Authority
<input type="checkbox"/>	Board of Local Improvements	<input type="checkbox"/>	Peoria Urban Forestry Advisory Board
<input type="checkbox"/>	CDBG Public Service Advisory Commission	<input checked="" type="checkbox"/>	Peoria Public Library Board of Trustees
<input type="checkbox"/>	Constitution Garden Advisory Committee	<input checked="" type="checkbox"/>	Planning and Zoning Commission
<input type="checkbox"/>	Construction Commission	<input type="checkbox"/>	Police Pension Fund Board of Trustees
<input type="checkbox"/>	Downtown Advisory Commission	<input type="checkbox"/>	Public Arts Advisory Commission
<input type="checkbox"/>	East Village Growth Cell	<input checked="" type="checkbox"/>	Public Building Commission of Peoria
<input checked="" type="checkbox"/>	Fair Employment Commission	<input type="checkbox"/>	Riverfront Program and Police Advisory
<input type="checkbox"/>	Fire and Police Commission	<input type="checkbox"/>	Sister City Commission
<input type="checkbox"/>	Firemen's Pension Fund Board of Trustees	<input type="checkbox"/>	Solid Waste (Landfill) Committee
<input type="checkbox"/>	Greater Peoria Mass Transit District Board of Trustees	<input type="checkbox"/>	Springdale Cemetery Management Authority
<input type="checkbox"/>	Historic Preservation Commission	<input type="checkbox"/>	Tourism Reserve Fund
<input checked="" type="checkbox"/>	Housing Commission	<input type="checkbox"/>	Transportation Commission
<input type="checkbox"/>	Land Bank Board	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Liquor Commission		
<input checked="" type="checkbox"/>	Mayor's Advisory Committee for Citizens with Disabilities		
<input type="checkbox"/>	Metropolitan Airport Authority of Peoria Board of Dir.		
<input type="checkbox"/>	Municipal Band Commission		
<input type="checkbox"/>	Peoria Area Convention and Visitors Bureau Board of Dir.		

## Profile

Name: Bree Muehlbauer

Home Address: 11230 N Oak Trail Drive Zip Code: 61615

Business Address: sane Zip Code: \_\_\_\_\_

Contact Phone Number: 571-268-3748

Email: bree.mlbr@gmail.com

Date of birth (mm/dd/yyyy): 05/02/1985

Preferred method of contact: mail, email, or fax. email

Preference on which commission you would like to serve: no preference

Community volunteer experience:

In Peoria: Oakbrook HOA (secretary), Wildlife Prairie Park (chair of development committee), Bradley University (Pi Beta Phi Alumnae Advisory Committee, Finance and Housing)

Have you previously served on a City commission? If yes, state commission and date of service:

No

Professional and employment background:

Resume enclosed

Educational background:

BA, Washington and Lee University and MPA, University of Montana

State briefly why you wish to be considered for a City volunteer commission and what you would hope to accomplish if appointed:

I am interested in playing an active role in my adopted community and to see local government at work. I am particularly interested in using my skills and education to advance equity and justice for all, especially those who have been systematically and historically oppressed.

Would your service on a City commission be a conflict of interest for you?

Signature: Bree Muehlbauer Date: 9/9/22

**Please Note:** If you are selected for appointment to a City commission, a copy of this form will be attached to the public Council communication requesting your appointment. Profiles will be kept for one year.



## Bree Muehlbauer, MPA, CFRE

Strategic Fundraising Consultant

### Personal Info

#### Phone

571-268-3748

#### Email

bree.mlbr@gmail.com

#### LinkedIn

<https://www.linkedin.com/in/breemlbr/>

### Skills

- Relationship management
- Data analysis
- Public speaking and teaching
- Budgeting and financial management
- Project management
- Event planning
- Program planning and evaluation
- Staff development and training
- Grant writing and management
- Strategic planning
- Social media (multiplatform)

### Software

- Database (Raiser's Edge, RENXT, Tessitura, iMIS)
- Email Marketing (MailChimp, Constant Contact)
- Publishing and Design (WordPress, Wix, Canva)
- Project management (Trello, Slack, PSA)
- Survey tools (Alchemer, Survey Monkey)
- Microsoft Office Suite
- G-Suite

### Certificates and Memberships

- Association of Fundraising Professionals
- Council for Advancement and Support of Education
- Raiser's Edge Professional Certification
- Certified Fundraising Executive

### Education

#### University of Montana

Master of Public Administration

Certificate in Nonprofit Administration

Certificate in Public Policy

#### Washington and Lee University

Bachelor of Arts, English

Certificate in Education

## Experienced nonprofit leader, fundraiser, and educator.

Proven track record of successfully managing several simultaneous projects as part of leading fundraising strategy, developing organizational talent, and effectively balancing staff and volunteer skills, interests, and time.

### Professional Experience

2021-present

#### Marts&Lundy, Inc.

Consultant

- Specialize in strategic and fundraising analysis and planning primarily in education and arts sectors.
- Support more than 15 concurrent clients.

Representative clients: University of Illinois Foundation, The Washington Ballet, University of Colorado Denver, Temple University, Sigma Phi Epsilon Fraternity, Trinity College School (Canada), University of San Francisco, Le Jardin Academy, California Baptist University

2019-2021

#### Bradley University

Director of Development

- As a member of a small fundraising team, raised more than \$16 million for Bradley University in FY20.
- Managed a portfolio of more than 250 individual donors, foundations, and corporate partners.
- Increased giving by 38% in the first half of FY21.
- Within first year (FY20), established four new scholarships and increased portfolio giving by 58%.
- Solicited annual and endowed scholarships at \$25,000 or greater in support of University and College initiatives.
- Set and manage \$500,000 budget of Bradley's Pi Beta Phi chapter.

2017-2019

#### Jazz St. Louis

Interim Director of Development

- Increased philanthropic support by 13%.
- Lead conversion from Raiser's Edge to Tessitura.
- Managed grant reporting and applications for more than 37 grants.
- Oversaw all aspects of coordination for the annual Jazz St. Louis Gala which raised more than \$350,000.
- Developed three new donor stewardship events in FY19, including securing 5- and 6-figure sponsorships.
- Tripled the Young Friends group, raising more than \$11,000 from a previously untapped demographic.
- Oversaw all aspects of annual direct mail appeals including writing appeal letters, working with graphic designer on layout and coordinating with the mail house.
- Developed social media strategies, wrote content promoting events and online philanthropic awareness and giving days.

2014-2017

#### Pi Beta Phi Fraternity for Women

Literacy Program Manager

- Built and managed the organization's philanthropic programming.
- Secured five- and six-figure grants annually for program funds.
- Oversaw hundreds of volunteers throughout the country.
- Managed corporate and foundation partnerships, including First Book and the Barbara Bush Foundation.
- Created and delivered training curriculum for major programs.
- Drove philanthropic efforts of 139 chapters and more than 300 alumnae organizations.

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## Additional Professional Experience

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2012-2014	<b>Huntington Learning Center</b>	<i>Managing Director</i>
2008-2012	<b>Merritt Academy</b>	<i>Summer Programs Asst Director &amp; Reading Specialist</i>
2007-2008	<b>Fairfax County Public Schools</b>	<i>Secondary Teacher</i>

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## Teaching

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### **University of Montana, Baucus Institute Department of Public Administration and Policy**

Nonprofit Grant Writing (2 hours)

Nonprofit Fundraising (2 hours)

Nonprofit Program Planning & Evaluation (2 hours)

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## Speaking/Training

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June 2022	<b>"You Don't Have to Go it Alone: Small Shop Fundraising"</b> <b>Fundraising Summit: Equity and Opportunity</b>	<i>Montana Nonprofit Association</i>
July 2022	Volunteer Engagement Course <b>Eastern Montana Tour</b>	<i>Montana Nonprofit Association</i>
August 2022	<b>"Using Community of Practice Methodology as a Tool for Lifelong Learning"</b>	<i>AFP St. Louis</i>
September 2022	<b>ELEVATE 2022: Gateway Conference on Philanthropy</b> <b>"Volunteers: How to Devise, Advise, and Utilize"</b> <b>Gather: MNA 2022 Conference</b>	<i>Montana Nonprofit Association</i>

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## Volunteer Service

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2022-present	<b>Board Member, Development Committee Chair</b>	<i>Wildlife Prairie Park</i>
2021-present	<b>Trustee, Secretary</b>	<i>Oakbrook HOA</i>
2020-present	<b>Finance and Housing Advisor</b>	<i>Pi Beta Phi</i>
2014-present	<b>President, St. Louis Chapter</b>	<i>W&amp;L Alumni Association</i>
2014-present	<b>Board Member, Grants Committee</b>	<i>Books for STL Kids</i>

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## Publications

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*Emotional Labor & COVID-19, Spring 2022*

*New Staffing Models Born Out of Crisis, August 2021*

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