

ALISON GUZMÁN

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Professional experience in North America, Latin America and Caribbean; over 16 years in international project management and capacity building; over 15 years of community work and international organizations; Over 10 years in non-profit fundraising experience; Skills in six languages, including two indigenous languages. Experience in international affairs, communications, and fundraising. Microsoft Access, Excel, Word, Filemaker, Social Media.

PROFESSIONAL EXPERIENCE

Feb 2022 - present Director of Development, MHZ Foundation Curationist

- Creation of plans and implementation of strategies focused on fundraising
- Cultivate and maintain ongoing relationships with major donors and partners
- Build new donor relationships
- Oversee fundraising database and tracking systems
- Develop and track proposals and reports for all foundation and corporate fundraising
- Work closely with the Social Media Expert to plan and implement marketing programs and special events to maximize prospect/donor engagement
- Work closely with the Community Liaison, to build awareness and community support for the Foundation's efforts and maximize engagement
- Oversee the creation of publications to support fundraising activities
- Write content to earn grants, new audiences, and better relationships with donors, and other corporations
- Supervise and collaborate with other development team members

**Feb 2020 - present Indigenous Cultural Patrimony-Mapuche Territorial Council of Pucon
Project Director; Pucon, Chile**

- Engage in collaboration with Mapuche First Nations communities of Pucon
- Grant reporting to the Chile Ministry of Arts, Culture, and Patrimony
- Design a computational participatory tool to manage aspects of tangible and intangible heritage preservation and transmission; community managed
- Coordinate meetings with tribal Council for community-managed online collections;
- Coordinate workshops, gatherings and events, community outreach
- Database and Filemaker archive management

**May 2013- present MAPLE Microdevelopment / MAPLE Chile Co-Founder
Country Program Co-Director; Chile**

- Field action-research and co-design with community-based teams for regenerative economy models and land-guardianship
- Field community outreach and relationship building: account for cultural, economic and environmental projects with communities; oversight of team members in the field
- Generate culturally appropriate M&E indicators; Reports and updates
- Donor development and engagement: Fundraising, proposal and grant writing, philanthropic and partnership development;
- Increased the organization's annual budget by 100%
- Budget planning, grants management, financial and operational oversight
- Develop communication materials: social media; articles and blogging; event planning
- Oversee creation of publications to support fundraising activities
- Coordinate and conduct workshops in the field
- Write content to earn grants, new audiences, and better relationships with donors
- Administrative duties: budget and manage expenses and fiduciary responsibilities

**May 2010- 2013 MAPLE Microdevelopment / Interim Executive Director
Oregon**

- Creation of plans and implementation of strategies focused on fundraising
- Build new donor relationships
- Oversee fundraising database and tracking systems
- Field community outreach and relationship building: oversight of team members in the field
- Write content to earn grants, new audiences, and better relationships with donors
- Generate culturally appropriate M&E indicators; Reports and updates
- Donor development and engagement: Fundraising, proposal and grant writing, philanthropic and partnership development;

**May 2009-July 2010 Advisory Services - International Finance Corporation; Access to
Finance Operations Analyst, Trinidad and Tobago**

- Analyze and administrate portfolio project updates into the internal operations database
- Support Operations Officer in broad-based financial services and partnership relations
- Research the current supply of micro-finance in the market for the Caribbean region
- Prepare reports and correspondence; provide edit assistance when necessary
- Contribute to research and other analytical support; contribute to appraisal reviews

**Jul 2007- Oct 2007/ CommDev.org Fund; International Finance Corporation
Jun 2008-Mar 2009 Consultant; Washington DC**

- Support management and oversight of Commdev's Information Clearinghouse as an interface for community projects in Latin America and Africa

- Support the design and capacity building programs for communities affected by extractive industries and infrastructure projects
- Populate database on community participation with tools and research and sources related to business linkages and environmental impact in the extractive industry context
- Coordinate logistical support and translate resource materials for capacity-building workshops and learning events in Latin America and Africa;
- Build relationships with local counterparts and network with international NGOs

**Oct 2007- May 2008 Corporate Risk International International Research Analyst;
Washington DC**

- Perform global compliance research and research global databases; compile reports
- Corporate Due Diligence, risk management
- Manage and monitor cases for clients based in the U.S., Europe and Latin America, including Brazil; Translate documents from Spanish, Portuguese and French into English

**Sep 2006-May2007 Counterpart International ; Civil Society
Graduate Intern; Washington DC**

- Support in development proposal writing for community mobilization programs
- Provide support to monitoring & evaluation and USAID project management
- Edit program reports and proposals on civic advocacy, anti-corruption, conflict management & mitigation, and institutional development
- Participate in proposal development for Eastern Europe and Central Asia region

**Nov 2004-Aug 2006 Management Systems International
Project Manager Intern; Washington DC**

- Review USAID contracts and project development in Latin America & Africa
- Operate USAID project management and procurement system
- Maximize consultant satisfaction through the management of contract compliance
- Provide logistical support to technical teams and ensure optimal financial performance

EDUCATION

Creative Commons Certificate 2021; for Galleries Libraries Archives and Museums

Professional Certificate 2020 Museum Studies; Institute of American Indian Arts; Santa Fe New Mexico; Advisor: Dr. Jessie Ryker-Crawford (White Earth Chippewa)

MA 2008 Ethics, Peace, and Global Affairs; Concentration: Indigenous Rights; School of International Service; The American University, Washington D.C.

BA 2006 International Studies; Minor: Multi-Ethnic Studies;
School of International Service; The American University, Washington DC

MEMBERSHIP AND AFFILIATIONS

Fellow (editor and writer), Ralph T. Coe Center for the Indigenous Arts, 2021 - present
Member, Community Economies Institute, 2020 - present
Grantmaking Committee, McKenzie River Gathering Foundation 2012-2013
Board, MAPLE Microdevelopment (Uganda), 2010 - 2013

LANGUAGES

English (Native); Spanish (Excellent), French (Intermediary), Portuguese (Fair), Guarani (Basic, receptive bilingual), Mapudungun (Beginner)