

# Community Asset Builders, LLC

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## CONSULTING SERVICES

*Coaching communities and organizations in identifying and building local assets*

### Memberships

**American Public Transit Association**

**Association for Community Health Improvement**

**Community Transportation Association of America**

**Missouri Chamber of Commerce**

**National Rural Health Association**

**Registered State Vendor**

### Key Skills/ Services

Association Management

Community Assessment

Evaluation and Performance Monitoring

Event Planning and Management

Finance Management

Organizational Assessment

Resource Development

Strategic Planning

Website Development

**Proprietors, Suzanne Alewine and Doris Boeckman, and their staff provide technical assistance to identify tools and resources to sustain community and organizational processes and interventions, develop effective communication strategies, and utilize technology for effective change and/or cost efficiencies. Their energies are directed at organizational development, particularly within the realm of community development, non-profit associations and organizations; event planning and management; financial management; and resource development.**

### Expertise Summary

- Evaluation:** Evaluators for several initiatives for Missouri non-profits (local, federal and foundation funded initiatives).
- Finance Management:** For association clients, we have demonstrated results through increased revenue, increased efficiencies, increased membership, increased conference participation, and increased accountability.
- Resource Development:** Award of more than \$50 million to Missouri non-profit clients from local, state, federal and foundation funding sources.
- Strategic Planning:** Expertise in strategic planning that includes surveys, SWOT analysis, facilitated planning sessions, focus groups and data analysis.
- Community Assessment:** Completion and publication development of more than thirty community assessments.
- Technology:** Maintenance of three websites.

### Finance Management and Organizational Assessment Experience

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| Missouri Association of County Developmental Disabilities Services<br>2001-present | Consulting services that include organizational efficiencies, communication strategies, committee structure and support, strategic planning, and financial and grants management.              |
| Missouri Association for Social Welfare<br>2009-present                            | Organizational assessment and management systems improvement to create cost efficiencies and organizational effectiveness, financial and grants management (federal, state and private funds). |
| Missouri Public Transportation Association<br>2006-present                         | Full scale association management services, including financial management, event management, board and infrastructure management, and membership recruitment and education.                   |
| Missouri Rural Health Association<br>(2008-present)                                | Association management services, including financial and grants management, event management, board and infrastructure management, and membership recruitment and education.                   |

## Education

PROPRIETORS

**BS in Business Administration,**  
1998

**BS in Business Administration,**  
1988

**Masters in Public Administration,**  
1992

Missouri Institute for  
Community Health  
(2007-2009)

Missouri Association of  
School Librarians  
(2005-2009)

Progressive Community  
Services  
(2008)

Full scale association management services, including financial and grants management, event management, board and infrastructure management, and membership recruitment and education.

Full scale association management services, including financial management, event management, board and infrastructure management, and membership recruitment and education. Development of comprehensive financial management system that included Point of Sale integration with QuickBooks.

Organizational assessment and management systems improvement to create cost efficiencies and organizational effectiveness.