

# THEODORE S. WILLS

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## ***Experienced Bilingual Advancement & Educational Consultant***

- **Educational Leadership** – Motivator and facilitator of leaders of all ages and incomes in Mexico and the United States of America in best practices, education, citizenship, communications, institutional advancement, as well as personal and social responsibility. Positions ranging from elementary and secondary bilingual teacher, school administrator, development consultant and fundraiser, quality control officer, corporate trainer, foundation co-founder and president ([www.naeif.org](http://www.naeif.org)). Founder of volunteer “The Advancement Corps” of advertising / marketing / public relations professionals dedicated to help one school that cannot afford their services next school year.
- **Volunteer Management** – Director of 4 feasibility studies and 17 capital campaigns raising over \$26,000,000 in pledges and gifts (including 8 campaigns in English and Spanish); manager of 30 + senior community/corporate leaders in two record-breaking statewide fundraising campaigns; program director with 10 + years of experience leading high school and college students from Canada, Mexico, and the United States of America in leadership programs ([www.northamericanleadership.org](http://www.northamericanleadership.org)).
- **Program Development** – Initiator and implementer of pioneering leadership development programs and curricula for civic, corporate, and college cohorts in Mexico and the United States of America in collaboration with several universities. Surpassed client goals and expectations, while providing long-term organizational solutions that inspired and united participants that delivered measurable value.
- **Quality Assurance** – Promoter of highest quality standards through all projects and initiatives, demonstrating lifelong commitment to maintain and elevate quality performance and team spirit in the workplace.

### SKILLS SET

- Educational Leadership
- Bilingual Education
- Community Networking
- Collegial Collaboration
- Fundraising Strategy and Delivery
- Marketing Communications
- Budget Planning & Administration
- Special Events Coordination
- Management Consulting
- Non-Profit Leadership
- Parental Relations
- Task Administration

### PROFESSIONAL EXPERIENCE

HOUSTON INDEPENDENT SCHOOL DISTRICT, BROOKLINE ELEMENTARY — Houston, Texas —

**Literacy, Community Relations, and Corporate Coordinator**

Beginning in August 2013

**Bilingual Teacher**, 6301 South Loop E, Houston, TX 77087 — (713) 845-7400

8/11 – Present

Taught transitional reading, writing, mathematics, science, and social studies in Title I neighborhood school with 97% Hispanic population. Designed and implemented differentiated and collaborative lesson plans for 90% ELL classes. Interacted with parents and family members on a bi-weekly basis, primarily in Spanish. Taught Summer School. Served as Social Studies Lead Teacher (2012-2013). Represented fourth grade on school’s Shared Decision Making Committee (SDMC) and elected co-chairperson of that body (2012-2013).

Proponent of many school improvements such as: first Student Council, Parent Center with donated computers, partnering with Exemplary elementary, expansion of “I-Station” center hours (6:30-7:30 am), recruitment of volunteer bilingual guidance counselor, new school fundraising initiatives, and membership in local chamber of commerce, etc. Awarded Teacher of the Month (September 2012) and Principal’s Award (2012-2013).

GUIDANCE IN GIVING, INC. — Bayport, New York — (888) 757-5444

8/00 – 11/09

*National capital campaign and stewardship consultants*

(5 years)

### Account Executive

- Managed all phases of capital fund raising for dioceses, parishes and schools throughout the U.S. Directed three to four month campaign cycles, arranged frequent meetings, and oversaw Leadership Gift Solicitations. Supervised and motivated activities of 50-200 volunteers in each campaign, including senior executives and community leaders. Fully responsible for client relationships.
- Worked with seventeen volunteer teams that have raised over \$26 million in pledges, with three campaigns in Alaska and Ohio surpassing goal by 20 - 60%. Directed eight bilingual/bicultural campaigns and stewardship efforts; trained and supervised Hispanic leaders, and translated documents.

VISCERN, INC. — Dallas, Texas — (214) 866-7500

8/2007 – 1/2008

*Stewardship and development consultants with industry leader experience since 1919*

### Consultant

Analyzed learning platform for Stewardship Educational Initiative for Archdiocese of Los Angeles. Initiated and researched best practices on how to improve stewardship education within Hispanic community.

DIOCESE OF PROVIDENCE — Providence, Rhode Island — (401) 278-4500

2003 – 2004

*15th largest diocese in the U.S., serving 200,000+ individuals, ~19,000 students*

### Development Officer for Catholic Schools

- Consulted with board members and administrators at many of the 58 secondary and elementary schools regarding best practices to implement/enhance institutional advancement opportunities.
- Managed all activities and corporate fundraising for record-breaking 2003 and 2004 Anchor of Hope campaign and award dinners. The 2004 campaign and dinner achieved the highest level of success in the program's history, with final revenues exceeding goal by 30%.

INSTITUTO TECNOLOGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY (ITESM)

1999 – 2000

*A highly prestigious university system in Mexico and Latin America (Mexico City campus)*

### Coordinator for Public Relations for International Programs — 011-525554832020

Presented series of innovative proposals for strategic alliances and fundraising initiatives with U.S. businesses, foundations, and learning organizations.

FEDEX EXPRESS HEADQUARTERS FOR MEXICO & CENTRAL AMERICA REGION

Mexico City, Mexico — 011-52555-228-8100

1994 – 1998

### Coordinator for Operations for Mexico South District & Central America

Helped transform newly acquired Mexican subsidiary to corporate standards, earning four "Bravo Zulu" awards.

TEACHER in private and public schools in Chicago, Boston, and Mexico City

6 years

<http://naeif.org/twills/teaching.htm>

## EDUCATION

- TEXAS EDUCATION AGENCY, Austin, Texas. Recipient of four teaching certifications 2010 - 2011
- THE UNIVERSITY OF TEXAS AT AUSTIN, Austin, Texas 1998  
INSTITUTO TECNOLOGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY, Mexico City campus  
Masters of Business Administration / Awarded two MBA Degrees in unique collaborative program.
- DARTMOUTH COLLEGE, Hanover, New Hampshire, BA Degree in History with distinction in major 1979

## CIVIC ACTIVITIES

- Co-Founder & President, North American Educational Initiatives Foundation, Inc. ([www.naeif.org](http://www.naeif.org))
- President's Council, DeSales University, Center Valley, Pennsylvania
- Board of Advisors, Mary's Kitchen, Channelview, Texas
- International Advisor, *Universidad Panamericana*, Guadalajara and Mexico City campuses