

DAWN IRETON

HEALTHY TEEN NETWORK

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SKILLS & SUBJECT AREA EXPERTISE

Ms. Ireton is a dedicated non-profit professional who is committed to social change. She does this with 30 years of non-profit accounting and office management experience. Her focus is on ensuring fiscal stability and oversight, including monitoring of cash flow, budget projections and maintaining grant management systems. She provides internal and external reporting for the development of organizational, departmental, and project budgets and proposals. In addition, Ms. Ireton manages all administrative staff, maintains personnel records, and manages employee benefits programs.

EDUCATION

HARFORD COMMUNITY COLLEGE, CHURCHVILLE MD

Associate of Arts

- Accounting and Business

PROFESSIONAL EXPERIENCE

DIRECTOR OF FINANCE AND OPERATIONS

HEALTHY TEEN NETWORK, BALTIMORE, MD

OCTOBER 2008 - PRESENT

- Responsible for administrative and financial activities.
- Oversight and management of all operations and administrative staff.
- Developed and maintain grant/contract reporting systems.
- Human resource systems organization.
- Reorganized internal accounting systems.
- Manage over 20 federal, state, and local funding streams.
- Serve as key member of leadership team.
- Work closely with the President and CEO.

DIRECTOR OF FINANCE AND OPERATIONS

FELLOWSHIP OF LIGHTS, BALTIMORE, MD

2006 - 2008

- Responsible for all accounting and administrative functions for office and 2 youth shelters.
- Supervised administrative staff.
- Set up new internal systems.
- Cleaned up prior systems to make the workplace flow more efficiently.

INTERIM EXECUTIVE DIRECTOR AND CFO

SEXUAL ASSAULT SPOUSE ABUSE RESOURCE CENTER (SARC) BEL AIR, MD

2005 - 2006

- Responsible for all organization functions.
- Assisted in search for new Executive Director.
- Committee member for Strategic Plan & Mission Vision Values Statement
- Committee member of Capital Campaign
- Assisted and set up new location of shelter.



CHIEF FISCAL OFFICER

SEXUAL ASSAULT SPOUSE ABUSE RESOURCE CENTER (SARC) BEL AIR, MD
1994 - 2005

- Responsible for all accounting functions.
- Supervised administrative staff and directors.
- Developed internal systems for victim shelter.

FULL CHARGE BOOKKEEPER/OFFICE MANAGER

HARVEY'S RESTAURANT LUTHERVILLE, MD
1991 - 1994

- Set up accounting and restaurant system.
- Responsible for all accounting functions.
- Supervise management staff.

STAFF ACCOUNTANT

FIDATI, BUDD & BURKE, LLC LUTHERVILLE, MD
1987 - 1991

- Responsible for technical assistance and systems evaluation to small nonprofits and small businesses.
- Supervised administrative staff and directors.
- Audited nonprofits.

