

SUSAN HURLBURT

EDUCATION

FLORIDA SOUTHERN COLLEGE, LAKELAND, FLORIDA - MBA

Awarded 2008 Most Outstanding MBA Student

MISSOURI STATE UNIVERSITY, SPRINGFIELD, MISSOURI - BS BUSINESS ADMINISTRATION

PROFESSIONAL DEVELOPMENT

Leadership Lakeland Class XXXVII

Disney Institute for Leadership Excellence, Lake Buena Vista, Florida

Certificate of Excellence in Nonprofit Leadership and Management, University of Wisconsin School of Human Ecology, the University of Wisconsin-Extension, and the Learning Institute for Nonprofit Organizations

EXPERIENCE

EVANS & HURLBURT CPAS/HURLBURT FINANCIAL

Business Manager/Consultant (4/2016 – current)

Coordinate and implement strategic planning for the reorganization of the practice. Responsible for annual budget, human resources, advertising, property management, coordinating special events, as well as developing community and client relationships.

THE SALVATION ARMY, LAKELAND, FLORIDA (5/1989 – 3/2016)

Director of Development (5/2012 – 3/2016)

Coordinated and oversaw Development Department, including all fund raising, public relations, and marketing efforts including Capital Campaign and special events. Implemented the \$12.5 million budget and expense tracking system for the construction of The George W. Jenkins Community of Hope. Acted as Liaison between The Salvation Army, architect, and the contractor on all Capital Projects.

Business Administrator (1/1995 – 5/2012)

Responsible for supervision of finance, budgeting, property, human resources, grants and contracts, public relations, fund raising, disaster services and administration. Prepared and managed \$2.2 million functional budget and oversaw program and facility operations.

Accountant (5/1989 – 1/1995)

Full charge position with seven sets of books, accounts payable, accounts receivable, payroll, general ledger, bank reconciliations, monthly reports and financial statements. Converted manual bookkeeping system to computerized accounting software.

GUY'S FOODS, INC., KANSAS CITY, MISSOURI (8/1980 – 4/1983)

Junior Accountant

Analyzed general ledger and developed management information reports. Coordinated accounting procedures with data processing, payroll, and accounts payable departments.

Statistician

Responsible for communication between upper management and sales people. Compiled statistical sales reports for upper management. Evaluated and reported office and warehouse conditions of eight regions to Sales Director.

**COMMUNICATION
AND
COLLABORATION**

Served as Liaison between local, Divisional, and Territorial Salvation Army staff and the project architect, contractor, and vendors during the construction of the \$12.5 million George W. Jenkins Community of Hope.

Coordinated organization-wide communications as The Salvation Army Liaison at Polk County Recovery Operations Center (ROC) during the 2004 hurricane season, networked and coordinated services with community leaders, government and nonprofit agencies.

Chaired and coordinated the first HUD mandated Continuum of Care for Polk County, pulling together homeless service providers and government agencies in order to secure over \$1 million annually in federal funding.

Served as public speaker for group presentations on behalf of The Salvation Army as well as leading personal campus tours for hundreds of local donors and groups.

**LEADERSHIP
EXPERIENCE**

Board Member:

Kiwanis Club of Lakeland 2015-2019 and 2021-2024
Emergency Food and Shelter Program 2003 – 2012, Chair 2007 & 2008, Secretary 2006
Homeless Coalition of Polk County 1998 – 2004, Continuum Of Care Chair 1998-2004
Rebuild Polk After Disaster 2005-2006
YMCA (Plant City) – 1995-1996

Committees:

United Way of Central Florida Community Impact Cabinet 2010-2012
United Way of Central Florida Citizens Advisory Committee 2018-2022
Polk Vision – Quality of Life Committee 2003-2005, 2016-2020
Success by 6 – Management/Evaluations 2003-2007

Coalitions and Task Forces:

Polk County Emergency Preparedness Advisory Council – 2005 – 2016
Mayor's Task Force on Homelessness – 2000-2012
Homeless Coalition of Polk County, Inc. 1997 -2007

Church: **Greater Hope Church of Mulberry** - Stewardship Committee - 2017- current, Chair 2017-2018, Building Campaign Committee 2026, **Cork United Methodist Church** - Sunday School Superintendent 1992-1996, Director of Vacation Bible School, 1989-1996

SKILLS & ABILITIES	Excellent analytic, writing and communication skills. Software: Microsoft Office 365: Excel, MSWord, and PowerPoint, Blackbaud Raisers Edge and CRM (Database), Lotus Notes, DataPro Infinity (Accounting), ServicePoint (Database).
AWARDS	Kiwanis Recognition for Kiwanis Cares for Kids Dinner Auction for Bonnet Springs Park Treehouse - 2020 Kiwanis Recognition for Kiwanis Cares for Kids Dinner Auction for The Dream Center – 2017 Salvation Army Advisory Board recognition for Dedicated Service – 2016 Kiwanis Club Walter Zeller Fellowship – 2014 Kiwanis Recognition for Kiwanis Cares for Kids Dinner Auction for The Salvation Army – 2012 Florida Southern College Award for Most Outstanding MBA - 2008 The Salvation Army Award for Leadership and Service - 2004
REFERENCES	Available Upon Request