

Lindy Hatcher

Great Falls, MT 59405

Work Experience

National Executive Director and Grants Administrator

Lewis and Clark Trail Heritage Foundation, Inc 2012 to Present

Grants Administrator for three national grant programs. Created application and streamlined process.
Student Scientists national program development and implementation with local and federal partners.
Prepare 12 budgets for finance committee and board. Financial oversight monitoring budget vs. actual.
Prepared National Park Service Cooperative Agreements for Library and Admin History funding.
Trail Stewardship Director and Membership Director
Reinstated Annual Reports. Restarted *The Orderly Report* newsletter
Marketing and Public Relations. Provide media material for newspaper articles, press releases, etc.

Customer Service and Ground Service for Agent Allegiant and Frontier Airlines

Worldwide Flight Services 2013 to 2015

TSA Security Clearance
Customer service: Checked-in, ticket sales, boarded and un-boarded passengers
Ground: Drive heavy equipment, load and unload luggage, weight and balance, and clean plane
Ramp: Wing walked, guided airplane into and out of gate, moved jet bridge, and secured plane

Communications, Marketing & PR Director

Builder Specialties, Inc 2009 to 2013

Developed media campaigns. Designed responsive news releases, business cards, and brochures
Created bi-monthly e-newsletter, increased opens by 20 percent
Updated Website, Facebook, and craigslist. Initiated Twitter and Blogging
Represented the company at seminars, meetings, Chamber mixers, expos, and trade shows
Created PowerPoint slide shows for exhibits, show room, and kitchen buying seminars

Director

Nonprofit Business Resources, LLC 2009 - 2012

Wrote client's winning business plan for 3-months free kiosk rental at the Berlin Mall
Crafted marketing materials: Brochures, newsletters, and business cards
Business development: Created company mission, vision, Values, business plans, and strategic plans

Skills, Expertise, Trainings, and Certifications

Program Development and Implementation; Nationally-Certified Grants Specialist; Strategic, Action, and Business Plans; Advocacy in MT, VT, and Washington, DC; Organizational Start-up and Development; 30 years of various Board positions, Non-profits, and committee Service; Volunteer judge for student competitions; Volunteer Parent Teacher Environmental Learning (Science at elementary level); Nationally Certified Speaker and Trainer; 20+ years as Ombudsman for Home Health in VT and U.S. Navy in Guam and Texas; Mediation; Marketing Director (and singer) for the Great Falls Community Gospel Choir in MT, Meeting planning; and Editor.

Awards and Honors

Business and Professional Women's Woman of the Year October 2004 from Mid-State Business and Professional Women
President VT Business and Professional Women 2009-2010
National History Day Keynote Speaker State of Montana March 2014
Appreciation Award Lewis and Clark Trail Heritage Foundation July 2016