

**Shawn M. Ballard**  
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## **PROFESSIONAL EXPERIENCE**

**Wilderness Trek Christian Camp, Inc., Salida, Colorado**  
**Executive Director**

**October 2009- Present**

### Responsibilities:

Oversee all financial, operational, administrative and legal aspects of the daily management of the organization including but not limited to development, public relations, booking and marketing, management of all fiscal resources, supervision of volunteers, and daily operations in accordance with standard non-profit business practices and Board policies.

- Responsible for maintaining and promoting the vision and mission and in achieving goals and objectives of the Strategic Plan; initiate and assist in recommending and developing policies and setting priorities
- Keep the Board well informed through regular monitoring reports addressing progress toward organizational goals, financial condition and important factors affecting fiscal sustainability, while creating opportunities for engagement of each Board member
- Ensure fiscal and legal accountability for programs and establish the annual operations budget
- Negotiate on behalf of the organization with vendors and contractors to facilitate programs and identify and cultivate partner organizations where synergy exists
- Ensure volunteers are continuously recruited, trained and given meaningful, compelling roles within all aspects of the organization
- Oversight, development and support of fundraising efforts including fundraising database management system to ensure organization's long term vitality through professional donor relations
- Develop and execute communications plan through digital, printed and social media outlets

**Flow Construction Company, Inc., Nashville, Tennessee**  
**Construction Project Manager**

**February 2007- September 2009**

### Responsibilities:

Management of all aspects of fast-paced commercial ground-up and tenant improvement construction projects from start to finish, including all estimating, project scheduling, customer relationships and profitability.

- Management of company wide LEED and Green Building project initiatives
- Preparation of estimates and budgets with detailed scopes of work, owner contract agreements, subcontractor contracts, change orders and close-out documents; Review and approval of AP & AR on all projects
- Negotiated all subcontracts including analysis of bids and pre-qualification of subcontractors as required
- Reviewed all plans and specifications to achieve the most cost-effective project
- Scheduled and coordinated each project including the job site progression to ensure that projects were completed on schedule
- Monitored onsite safety with superintendents and subcontractors via onsite inspections
- Promoted new business leads and work with existing business partners
- Balanced job profitability with architect/designer and client demands

**Rapid Restoration, LLC, Nashville, Tennessee  
Director- Business Development/ Marketing**

**January 2006- February 2007**

Responsibilities:

Lead the effort to integrate employees, clients and operational procedures following the acquisition of Craftsman Construction, LLC and bring \$2.5M in annual gross sales within the insurance restoration market.

- Developed and executed selling strategies to achieve the growth goals of the organization
- Coached, mentored, motivated and actively supported the project management team by providing clear, written expectations and goals to subordinates and consistent feedback on goal attainment
- Developed a deep understanding of the revenue channels and the respective market trends and drivers to ensure sustainability; Analyzed expenses and industry trends to set pricing for services
- Grew and supported the corporate brand through a multi-media campaign including website design, digital, and printed media
- Continually updated and maintained a thorough knowledge of competitors and the threats they posed including market pricing, products, and programs
- Identified and developed new markets and customers while establishing and maintaining existing top-level relationships with strategic clients
- Proactively supported management systems and processes to improve efficiency and accuracy of plans and actions

**Craftsman Construction, LLC, Nashville, Tennessee  
Senior Vice President**

**August 2000- January 2006**

Responsibilities:

Created and maintained a full service insurance restoration general contracting company averaging \$3M in annual gross sales in a competitive market through corporate values of integrity and excellent customer service.

- Developed a highly productive corporate culture that inspired deep employee loyalty and lead a team of highly skilled construction professionals
- Built a client database of the best insurance companies in the area by inspiring client trust and secured a position on multiple national preferred provider programs
- Implemented and oversaw successful marketing strategies through digital and printed media campaigns
- Made field checks on construction, demolition and emergency service to determine compliance with company standards; Ensured that construction project costs met or exceeded standards and time frames within budget and monitored financial trends
- Analyzed processes and identified potential areas for introducing best practices and maximizing efficiencies by leveraging technology or other investments to re-engineer key business functions
- Determined scope of work and managed the restoration team on complex projects including large fires, mold infestation, asbestos removal, floods, and tornados particularly when the client may continue to occupy the space

**BKA General Contractors, LLC, Nashville, Tennessee  
Project Manager/ Estimator**

**July 1999- August 2000**

Responsibilities:

- Sold commercial and residential insurance restoration services to potential clients
- Estimated projects using "Xactimate" software
- Established and maintained project budget, schedule and daily log
- Recruited, scheduled, and managed vendors and subcontractors
- Actively searched for business opportunities for company
- Performed emergency services as needed

## **EDUCATION**

### **Tennessee State University**

- 83 hours toward Bachelor of Science in Architectural Engineering

## **TECHNICAL CREDENTIALS**

- Dale Carnegie 12 week training course – January 2009
- Green Building Certification Institute (GBCI) LEED AP - July 2008
- Indoor Air Quality (IAQ) Certified Mold Remediator (CMR) – October 2004
- National Institute of Disaster Restoration (NIDR) Certified Restorer (CR) – March 2003
- ASCR Water Loss Technician (WLT) – September 2002
- ASCR Certified Restoration Technician – September 2002
- TN Licensed General Contractor (1999) – ID No. 00047103

## **TECHNICAL ASSOCIATIONS/TRAINING**

- Member of Mission Increase Foundation- Since 2010
- Highest Award for Achievement – Dale Carnegie – January 2009
- Successfully completed LEED for New Construction Technical Review Workshop 1-day – June 2008
- Successfully completed ABC Project Management Training Course 8-weeks – April 2008
- Member of United States Green Building Council- (USGBC)- Since 2007
- Member of USGBC Middle TN Chapter – Since 2007
- Member of Associated Builders and Contractors Mid-TN Chapter - Since 2007
- Member of National Association of Industrial & Office Properties - Since 2007
- Successfully completed Green Advantage – Commercial 1-day course/exam – December 2007
- Successfully completed Chuck Dewald's Structural Drying School 3-day hands-on course – June 2004
- Successfully completed Indoor Air Quality (IAQ) Certified Mold Remediator course 3-day – October 2003
- Successfully completed Bloodborne Pathogens & Trauma Scene Management 2-day course– October 2003
- Successfully completed NIDR Certified Restorer 5-day hands-on course – March 2003
- Successfully completed Water Loss Technician 2-day hands-on course – September 2002
- Successfully completed Certified Restoration Technician 1-day hands-on course – September 2002

## **PERSONAL ASSOCIATIONS**

- Vice President, Board of Directors - Wilderness Trek Christian Camp – 2006 to 2009
- Ministry Coordinating Committee, Otter Creek Church – 2007 to 2009
- Board of Directors – Otter Creek Kindergarten – 2005 to 2007
- Board of Directors – Youth Encouragement Services – 2004 to 2005
- Member Brentwood Chamber of Commerce – 2001 to 2005

## **PROFESSIONAL REFERENCES**

Available upon request