

J. PATRICK LANG

1577 Riverside Drive, Lakewood, Ohio 44107 - jplang25@hotmail.com - 216-227-1747 / 440-313-1517 cell

February 15, 2011

City of Lakewood
Attn: Clerk of Council
12650 Detroit Road
Lakewood, Ohio 44107

Dear Clerk and Members of Council,

It is with great interest and pleasure that I submit my application for the vacancy created by the recent appointment of Kevin Butler to the position of Law Director. Having become deeply rooted in the Lakewood community, I would welcome the opportunity to serve its residents in the position of Ward 1 Councilperson. My diverse background and experience makes me ideally suited for this opportunity. This experience is in many fields and, as importantly, it is as a homeowner and parent in the Lakewood community. This broad perspective allows me to see many sides of an issue and to work collaboratively to reach consensus.

My attached resume will help illustrate this diverse experience and my record of success in managing and coordinating various non-profit and historic preservation organizations, and includes:

- 8+ years non-profit management experience
- 6+ years program development and program management
- 2+ years sales experience
- Administrative oversight of budgets from \$600K to \$2.5M
- Management of 20+ staff and volunteers - recruiting, hiring and training
- Organization and issue representation, public speaking and civic engagement
- Extensive volunteer involvement with non-profit organizations, including Committee roles

When my wife and I returned to the Cleveland area and moved to Lakewood several years ago, we met Mr. Butler. During our conversation he encouraged me to pursue public service on council and it would be a great honor complete his term. During our time here we made many friends in our neighborhood and throughout Lakewood. Our commitment to the Lakewood community is reflected in our choice to raise a family here and to buy and renovate one of Lakewood's historic gems.

It will be a pleasure to speak with you to discuss my qualifications and the needs of the Lakewood community.

I look forward to hearing from you.

Sincerely,

J. Patrick Lang

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SENIOR MANAGEMENT – NON-PROFIT / ASSOCIATION / PRIVATE SECTOR

Experienced manager with 15-year record of leading staff through transition and growth to successful achievements. Adept at maximizing financial and human resources and consistently achieving results. Excels in demanding settings with professionalism and performance. Proven leader with results-oriented focus and commitment to inclusion and growth.

- Staff Management and Leadership
 - Budget and Finance Administration
 - Public Relations and Event Planning
 - Grant Writing and Presentations
 - Liaison and External Relationships
 - Training and Staff Development
 - Curriculum Development
 - Program Management
 - Membership Recruitment
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PROFESSIONAL EXPERIENCE

Muscular Dystrophy Association

Executive Director

Cleveland, OH

2010 – Present

Lead and direct the regional operation of a nationally recognized non-profit organization. Manage a \$1.1 million operation and annual budget. Direct responsibility for supervision of full six time staff and over 100 volunteers.

- Exceeded FY2010 budget goal
- Manage organization of 10 fundraising events which generate over \$600K
- Represent the organization at public speaking engagements with community-based organizations and corporations
- Maintain relationships, extensive interaction and involvement with diverse populations throughout the region
- Design and develop regular programmatic cooperation with social service organizations and public agencies
- Work collaboratively with public sector employees on fundraising and social events, as well as issue advocacy

Lowe's Home Improvement Center

Rocky River, OH

2008 – 2010

Sales Specialist – Plumbing / Flooring / Commercial Business/Appliances

Responsible for meeting budget expectations by providing superior customer service, possessing thorough product knowledge and the ability to sell and close deals. Worked collaboratively within a department to ensure adequate stock, provide floor coverage to customers and meet and/or exceed budget expectations.

- Exceeded monthly sales expectations by an average of 24%
- Excelled in multiple departments, earning opportunities to cross-train and gain additional store/product knowledge
- Capitalized on store-offered training to improve effectiveness and increase personal and store revenue
- Provided exceptional service and establish effective relationships based on trust earned through honesty and integrity
- Routinely exceed customer expectations by going above and beyond to meet their product needs
- Earned recognition as Region-wide Top-25 Salesperson

Harbor Heritage Society

Cleveland, OH

2005 - 2007

Steamship William G. Mather Museum – Director of Education and Events

Oversaw daily operation of a premier Cleveland cultural attraction, including hiring, managing and training 20 staff and 150+ volunteers, financial administration of \$600K budget, grant writing, internal and external communications to over 800 members, strategic relationship building, and museum spokesperson and representative to the public, committees, panels and the museum board of directors.

- Redesigned museum orientation and training manual, and human resource and internal policies and procedures
- Designed and implemented educational programs for the museum resulting in 28% increase in school group tours
- Increased museum special event facility rental operation by 400% increasing exposure and event revenue by 42%
- Coordinated more than 20 events from 10 to 350 attendees, leading to a 16% increase in museum visitors
- Facilitated cross-departmental programming resulting in a 150% increase in off-peak season visitors

For Love of Children Washington, DC 2004 - 2005
Challenged Youth Educator - Social Studies Instructor

Managed a high school classroom in a not-for-profit, therapeutic school for students with emotional and behavioral challenges.

- Delivered daily curriculum and instruction of Social Studies courses, including: U.S. and World History; Geography; African American Studies; American Government and D.C. History
- Created daily lesson plans and monitored and evaluated student progress and achievement
- Served as a member of the IEP and Student Discipline teams
- Encouraged student achievement through inclusion and tailored instruction to each student's learning style
- Challenged students to expand their understanding of history, government and culture through research and analysis

National Trust for Historic Preservation Washington, DC 2001 - 2004
Legal Assistant/Legal Office Manager

Managed the Legal Department for the premier, national organization dedicated to the preservation, restoration and advocacy of the nation's historic resources, buildings and cultural artifacts.

- Provided supervision and management of an office of 6 attorneys, including finance and office management
- Liaised with government officials, preservation advocates and the general public on historic preservation issues
- Created and maintained the NTHP Law Department website using Macromedia DreamWeaver and HTML tools
- Edited and produced the "Preservation Law Reporter", a quarterly resource on national historic preservation issues

Lang and Associates (Self Employment) North Olmsted, OH 1998 - 2001
Urban Planning and Historic Preservation Consultant

Worked as an independent contractor and private consultant serving local Boards and Commissions with issues relating to historic preservation and historical research.

- Drafted By-laws and Administrative Procedures for local Landmarks Commission
- Assisted with site plan reviews, plan revisions and presentations for the City Council and Preservation Board
- Designed, drafted and implemented historic preservation and restoration programs and large-scale projects
- Analyzed and evaluated preservation reports, and presented findings to Commissions and City Council

COMPETENCIES (ADDITIONAL)

Legal Professional Training – Graduate-level courses in Planning Law, Administrative Law and Business Law

Historic Preservation – Graduate-level course in Historic Preservation Law. Specialized knowledge of Environmental Policy and the National Environmental Policy Act (NEPA). Experience utilizing Secretary of the Interior's Standards, the National Historic Preservation Act (NHPA), and associated federal laws relating to National Historic Preservation.

Safety Training – Advanced First Aid, CPR, and AED certifications; occupational safety training on multiple topics.

EDUCATION AND TRAINING

Master's Studies — Secondary Education and Teaching Trinity University 2004

Master's Studies — Urban Planning, Design and Development Cleveland State University 2001
Honor Roll.

Bachelor of Arts (BA) — History Cleveland State University 1999
CSU Dean's List. Honor Roll.

Principles of Successful Fundraising (Professional Development) - Emphasis on Individual and Major Gift Donors.

Main Street Basic Training (Professional Development) – Emphasis on Main Street principles and enactment.

VOLUNTEERISM

Greater Cleveland MS Society

2006 – Present

Volunteer with the annual MS Walk, including team participation and fundraising

American Cancer Society

2010 – Present

Volunteer with several local Relay for Life events, including event set-up, program support, transportation and logistics

Volunteer Committee member – Sponsorship Chair, Fairview Park Relay for Life