

Guy H. Stevens

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As a Senior Executive, for over thirty years I have built strong, financially secure organizations that enable activists and advocates to pursue social and political change in a supportive and diverse environment. I have held a comprehensive portfolio of operations at political, advocacy, education, and lobbying organizations. My career has been devoted to promoting a just and peaceful world that protects the civil and human rights of its citizens while living in balance with our complex environment.

ELECTION FINANCE COMPLIANCE CONSULTANT

Q Street Compliance, LLC, Washington DC: December 2022 - Present

Partnership with Whitney Wyatt Burns, Washington DC: September 2016 - November 2022

Ensure financial compliance with federal and state election laws for diverse array of 50+ clients working on local, state and national elections. Clients include campaign committees for sitting Members of Congress and challengers, leadership PACs, advocacy groups and political action committees both commercial and non-profit.

- Review financial statements, balance books, prepare and submit reports to Federal Election Commission and state election authorities.
- Advise on financial and fundraising systems.
- Provide technical support and train new staff on operations and a variety of software systems.

DEPUTY DIRECTOR

Abdorrahman Boroumand Foundation for Human Rights and Democracy in Iran, Washington DC

April 2015 – September 2016 – First Deputy Director in 15-year history of organization. Supported Executive Director by providing smooth operation of administrative, financial, human resources, development and programmatic operations.

Operations & Administration:

- Ensured a strong administrative infrastructure (human resources, finance, database, technology, etc.)
- Managed operations and staff, including overseeing off site and technical support staff.

Financial Management

- Responsible for planning and administering annual budget in collaboration with Executive Director. This included monitoring annual budget, program budgets, capital expenditures and investments, managing cash flow and financial management systems and performing day to day accounting.

Strategic Planning and Development

- Oversaw all grant proposals, reports and tracking.
- Worked with Executive Director and Board of Directors to broaden ABF's base of institutional and individual supporters, as well as long term funding planning.

Program

- Edited documents and case files, including final review of documents translated from Farsi to English.
- Developed promotional materials and publications both print and online, including e-mail appeals and blog and Facebook posts.

CHIEF OPERATING OFFICER

Council for a Livable World and Center for Arms Control and Non-Proliferation, Washington DC

January 2005 – March 2015 – First COO in the 43-year history of the Council and Center. Proposed position in response to growth and changing needs of the organization. Developed portfolio of responsibilities for the position in collaboration with the Executive Director and Board.

Operations:

- *Personnel* - Managed team of 12-20 employees. Responsible for all hiring and firing decisions. Created first Employee Manual in 2005 to codify all personnel policies. Regularly updated manual in collaboration with other senior staff. Formalized staff structure at the request of the Board. Continued to adapt team to meet changing programmatic needs and funding.
- *Finance:*
 - Created and revised \$850,000 to \$1,200,000 annual budget with Board approval.
 - Designed & oversaw political bundling operation.
 - Managed accounting staff and oversaw financial audits.
 - Established Board Finance Committee to standardize and codify investment policies.
 - Reorganized bank and investment accounts.
 - Maintained accounting procedures, adapting as necessary to meet legal, regulatory and technological changes.
 - Identified, retained and maintained relations with external vendors.
- *Building Management* – Oversaw maintenance and repairs for 4,500 square foot office building. Maintained relations with and recruited tenants. Paid off \$220,000 mortgage ahead of schedule.
- *Legal and Regulatory Representation* – Primary contact with the IRS, FEC and other regulatory agencies.

Fundraising:

- *Foundations* – Responsible for all foundation fundraising. Drafted and edited all proposals and reports. Maintained relations with supporting foundations and identified and cultivated new sources of foundation support.
- *Direct Mail* – Responsible for all direct mail outreach for Center. Drafted and edited fundraising letters under own signature and those of the Board of Directors. Drafted and edited fundraising brochures and supporting materials.
- *Events* – Developed fundraising events and oversaw staff and consultants tasked with execution.
- *Major Donor Development* – Identified and cultivated existing and new major donors. Worked to establish and improve cordial personal relationships with donors and made high dollar fundraising asks.
- *Endowment* – Established endowment for Center and oversaw \$1 million campaign to launch.

Board Relations – Presented financial and program information at regular board meetings (usually six a year). Fielded questions from board members and followed up on information requests. Recruited new board members and served on search team for new Board Chairs. Helped establish formal board giving program. Served on committees to establish and draft organizational policy positions on issues such as Iraq, Afghanistan, Syria and Korea.

Online Outreach – Established and grew Council e-mail activist list to 155,000 addresses. Chaired weekly meetings on e-mail outreach; drafted and edited advocacy and fundraising messages. Oversaw multiple website redesigns conducted both in-house and by contracted consultants. Managed representation of organizations on social media platforms such as blogs, Twitter and Facebook.

EXECUTIVE DIRECTOR

PeacePAC (Political Action Committee of Council for a Livable World), Washington DC

January 2005 – March 2015 – Directed political action committee to elect progressive pro-peace and arms control candidates to the US House of Representatives.

- Identified and interviewed candidates and made endorsement recommendations to Board of Directors.
- Wrote all fundraising appeals raising over \$2.25 million for House candidates over five election cycles. Fundraising results outperformed all previous election cycles for organization since its inception in 1980.
- Managed and developed fundraising and activism e-mail list with membership of 155,000 addresses.
- Lobbied members of the US House of Representatives on multiple issues including arms control, defense spending and the wars in Iraq and Afghanistan.
- Recruited new Board members and oversaw searches for new Board Chairs each election cycle (Patricia Schroeder was recruited for 2008 cycle, David Bonior for 2010, Tom Andrews for 2012 and 2014).
- Interfaced with other organizations working on similar issues to identify opportunities for coordinated action.

DIRECTOR of TECHNICAL & INFORMATION SERVICES

Council for a Livable World and Center for Arms Control and Non-Proliferation, Washington, DC

April 1997 – January 2005: Directed online communications, technical operations and gift management.

Technical Operations: *Created and maintained a secure and stable computing environment for 25+ office and remote users.*

- Developed and implemented long-term technology plans, including selection, purchase and installation of all hardware and software.
- Designed and directed construction of communications infrastructure.
- Hired, managed and trained technical support staff.
- Identified and implemented emerging technologies to enhance organizations' work.

Online Communications: *Directed all aspects of Internet outreach.*

- Created online grassroots network and designed and maintained the organization websites. Executed multiple redesigns, changing information architecture, "look & feel" of sites and back-end technology.
- Designed organizations' first online contribution systems and subsequently redesigned to incorporate changing technology.
- Authored web-exclusive content and incorporated other content produced by staff.

Gift Management: *Managed all incoming finances and directed execution of all contribution-based fund raising.*

- Supervised political bundling operation and ensured compliance with federal election law. Prepared regular reports to the Federal Election Commission with outside consultant.
- Coordinated communications between fundraising and accounting staffs and data exchanges with off-site contractors.
- Performed demographic and statistical analyses to advise development staff in maximizing donor contributions.
- Implemented all aspects of credit card processing to expand upon check-based processing.

POLICY ANALYST

Council for a Livable World, Washington, DC

April 1996 - April 1998: Wrote press releases, editorials, and grassroots appeals about enlarging the North Atlantic Treaty Organization. Primary author of 80-page briefing book circulated to Senate and media. Participated in coalitions with other groups.

CONTRIBUTIONS COORDINATOR

Council for a Livable World, Washington, DC

April 1996 - April 1997: Responsible for processing all incoming contributions and gifts totaling \$760,000 that were deposited or sent to 70 congressional campaigns.

STAFF ASSISTANT

Science & Human Rights Program - American Association for the Advancement of Science, Washington, DC

January 1995 - September 1995: Researched and wrote appeals for victims of human rights violations in the global scientific community. Assisted in researching and writing of special reports.

POLITICAL ORGANIZER / FUND-RAISER

Peace Action, San Francisco, CA and Philadelphia, PA

September 1992 - August 1993: Campaigned for military spending reform and nuclear disarmament at the grassroots level. Directed daily operation of Philadelphia canvass.

PROFESSIONAL SERVICE

MEMBER & SECRETARY, BOARD OF DIRECTORS

Veteran's Alliance for Security and Democracy PAC

January 2007 – December 2010: VetPAC was a national political action committee that worked to help elect and educate progressive veterans to the US Senate and House of Representatives.

MEMBER, BOARD OF ADVISORS

OneWorld International - US Center

July 2004 – July 2009: OneWorld is an international coalition that works to leverage communications technology to enhance collaboration between non-governmental organizations and make their work more accessible to the public.

EDUCATION

M.A. INTERNATIONAL AFFAIRS (PEACE STUDIES & CONFLICT RESOLUTION / U.S. FOREIGN POLICY)

American University School of International Service, Washington, DC, September 1995

B.A. POLITICAL SCIENCE / INTERNATIONAL RELATIONS

Bates College, Lewiston, ME - May 1992

CERTIFICATE IN STRATEGIC COMMUNICATIONS FOR NONPROFITS

American University, School of Communication, Washington, DC, June 2003