

MATTHEW J. SAYRE

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PROFESSIONAL EXPERIENCE

Senior Program Developer

November 2007 – Present

The University of Vermont Continuing Education Department, Burlington, Vermont

- Lead, strategize and manage program development for Continuing Education (CE). Collaborate with deans, chairs, and faculty, instructors, CE teams and campus departments. Manage budget, program delivery and overall planning.
- Plan content and curriculum for institute, courses, workshops, and conferences. Partner with University offices to develop programs.
- Oversee and manage projects and team. Develop goals, strategies and action plans to accomplish work in an efficient and effective manner.
- Oversee, manage, document and administer the planning/implementation process for programs/courses. Create and adhere to the strategic plan to include project planning timeline, determining internal and external resources needed, budgeting, and overall logistics for program coordination and delivery and evaluations.
- Articulate, coordinate and implement instructional administrative aspects of programs ranging from documentation of faculty/speaker assignment letters to summative course evaluation.
- Collaborate with marketing and operations staff to oversee/implement market research and audience development activities. Analyze enrollment data and other relevant trends. Build strong, durable relationships with deans, chairs and faculty in program area. Develop and adhere to marketing/roll out plan. Contribute to and review copy of promotional materials for specific projects/programs. Develop sales plan that actively targets markets to deliver UVM programs in schools, businesses, and other non-profit organizations.
- Manage relationships with advisory group, focus groups and other targeted groups for accurate program development guidance. Represent the University in professional groups and associations that promote growth in programs.
- Interpret and develop policies of the University relative to students in program.

Founding Partner

December 2009 – Present

The Community Energy Exchange, LLC (www.communityenergyexchange.com)

- Developed business concept & plan, incorporated business, defined the company structure, created the business identity, developed necessary administrative systems and business processes for operation, and designed and developed a suite of services including: assessing clean energy opportunities, preparing energy production models and financial analysis, assisting with the formation of investor groups, helping investors secure tax credits and other incentives, drafting net metering, power contracts, and LLC member agreements, and managing investor transactions.
- Identified and facilitated a pilot project to demonstrate proof of concept which resulted in the successful funding and development of the second largest solar array in Burlington.

Founding Director

August 2006 – January 2011

Earth, Inc.

- Developed concept for global non-profit organization, incorporated business, designed and developed initial products and services and strategic roll-out plan, defined the company structure, created the business identity, and developed all necessary administrative systems and business processes for operation.
- Determined general operating and project-specific financial needs and solicited project-specific restricted grant support and general-operating financial support and cultivated relationships among potential investors.
- Supervised independent contractor project staff and managed project deliverables.
- Directed external marketing, design, and communications contractors and legal advisors.

Project Coordinator**March 2007 – January 2008**

Transforming the University of Vermont: Leading by Design for a Sustainable & Desirable Future Project
(www.uvm.edu/~ssstnblty)

- Formed and coordinated the Project Task Force and several Working Groups to develop a community-wide shared vision for the future of UVM, create the UVM Sustainability Charter, and write the Leading by Design Action Plan for transforming the university.
- Created promotional materials, website, and other resources to launch the project and engage the UVM community.
- Developed all necessary administrative systems and business processes required for project management.
- Managed budget and all other operational aspects of the \$100,000 project.

Financial Management Subject Matter Expert**April 2005 – November 2007****Project CATalyst, Enterprise Resource Planning Project**

VP Finance & Administration, The University of Vermont, Burlington, Vermont

- Provided financial management, business process, and fixed asset management expertise for Financial Management Team to support implementation of asset management, capital projects and related modules for Enterprise Resource Planning (ERP) Project.
- Mapped essential business processes, identified and assisted in developing resolutions to any system gaps between current, or planned, business processes and processes supported by the Oracle/PeopleSoft system and participated in process reengineering for Financial Management Team.
- Designed and configured the asset management module and the capital projects module. Assisted team with integration to financial management modules. Documented reengineered business processes and system configurations and developed user manuals and job aids.
- Developed and delivered end-user training programs and materials for the asset management module and capital projects module.
- Collaborated with team members from change management, technical (customizations and/or interface development), and other functional areas to ensure seamless implementation of cross-functional processes.
- Identified, reported and recommended resolutions for project issues following project issue resolution approach.
- Served as advocate for functional user groups and promoted acceptance of new processes and systems within user groups.

Founding President & C.E.O.**March 2004 – January 2007**

Healthy Habitat EcoLogical Cleaning & Property Services, LLC (www.healthy-habitat.com)

- Defined the sole-proprietorship company structure, successfully launched, operated, transformed into a partnership, and then sold an environmentally-friendly residential and commercial contract cleaning service.
- Developed efficient budgeting, scheduling, customer service, payroll, and purchasing systems to facilitate operations and growth.
- Designed and maintained the company website and directed all other marketing, community relations, and sales initiatives resulting in growth from \$0 to annual gross revenue of approximately \$240,000.
- Solicited financial support for company growth and cultivated relationships among potential investors.
- Managed business operations and administration and supervised a steadily growing number of employees.
- Educated cleaners, property owners and managers about healthier options for maintaining their properties.

Director of Medical Alumni Relations**March 2002 – June 2004**

The University of Vermont College of Medicine, Burlington, Vermont

- Planned, implemented, and managed all programs and events to cultivate good will, support strategic fundraising efforts, and solidify positive relationships with alumni, parents, friends, and faculty of the College of Medicine.

- Co-managed the Medical Alumni Association Executive Committee with the Director of Annual Giving and worked closely with over 70 medical volunteers.
- Developed the budget and managed expenditures related to Medical Alumni Relations and Special Events operations and supervised an administrative assistant and work-study students who supported the operation.
- Oversaw the execution of all announcements, programs, and other printed literature for Medical Alumni Relations and Special Events operations and managed, edited, and updated College of Medicine Alumni website content.

Senior Manager, Marketing & Sales

February 2001 – February 2002

Bolton Valley Holiday Resort, Bolton Valley, Vermont

- During Bolton Valley's re-opening under new ownership directed all marketing, sales, and community and public relations operations as a member of the Senior Management Team.
- Proposed and managed a \$250,000 annual budget.
- Hired and supervised sales, marketing, group sales, guest services, and reservations management personnel and hourly staff.
- Purchased media advertisements, created press releases/newsletters, and represented resort in trade shows and community affairs.
- Coordinated marketing and creative design projects developed internally and through external advertising and production.
- Administered the Bolton Valley web-site and maintained all electronic marketing initiatives.
- Chaired the Yield Committee to analyze resort pricing and the Marketing Advisory Board to plan strategic marketing initiatives.

FACILITIES MANAGEMENT & STUDENT AFFAIRS

Complex Coordinator

October 1999 – February 2001

Residential Life, University of Vermont, Burlington, Vermont

- Managed a 3-hall residential complex to provide for students' educational, social, and safety needs.
- Supervised, trained, and evaluated management staff, 16 desk staff, and 12 Resident Assistants and advised Community Council.
- Managed operating budgets for administration, student organizations, educational initiatives, and staff needs.

Residence Hall Director & Conference Manager

July 1996 – May 1999

Residential Life, Northern Arizona University, Flagstaff, Arizona

- Managed 8 distinct residence halls in various director positions for the Office of Residence Life.
- Selected, trained, supervised, and evaluated 4 Resident Assistant teams comprised of 48 student employees and 1 Graduate Assistant Residence Hall Director.
- Coordinated multiple front desk operations and provided oversight for facilities work-order request processing. Supervised 3 front-desk managers and 65 administrative student employees.
- Advised hall councils comprised of elected student representatives in hall governance and community activities.
- Managed multiple programming and activities budgets.
- Provided on-call crisis management, counseling, and supervision.
- Coordinated 22 summer conferences serving over 7,500 youth and adult participants.
- Hired, trained, and supervised conference staff and organized staff development activities and customer service training.
- Provided oversight for work-order system and 24-hour facilities coverage and on-call crisis management.

TEACHING EXPERIENCE

University Instructor, *University of Vermont, Burlington, Vermont*

August 2001 – November 2001

Planned and instructed Resident Assistants in an 11-week course focused on basic student development theory and helping skills in accordance with a predetermined curriculum. Developed experiential learning activities including active sharing, role-playing, and exploration of campus resources.

Experiential Educator, *Inner Quest, Purcellville, Virginia*

May 1999 – August 1999

Facilitated challenge course team building and leadership development activities for youth and corporate participants. Instructed participants in kayaking, rock climbing, and canoeing, and led 3-7 day expeditions for youth.

Instructor, *Northern Arizona University, Flagstaff, Arizona*

January 1997 – May 1997

Instructed a semester long credit bearing course to prepare paraprofessionals for employment in Residence Life.

Substitute Teacher, *Grades 9-12, East Syracuse Minoa School District, New York*

May 1996 – June 1996

Taught daily lessons and incorporated the use of technology to introduce new material and reinforce classroom learning.

Pre-Service Teacher, *East Syracuse Minoa & Cazenovia School Districts, New York*

January 1996 – May 1996

Developed inter-disciplinary curricula, utilized multi-media projects, and incorporated technology into daily lessons.

EDUCATION

Ph.D. (In progress), *Natural Resources and Ecological Economics*, Rubenstein School of Environment and Natural Resources, The University of Vermont Burlington, Vermont

Master of Education (M.Ed.), *Human Relations* · Northern Arizona University, Flagstaff, Arizona

Bachelor of Science (B.S.), *Business Administration* · Le Moyne College, Syracuse, New York

Concentration: Management Information Systems Minor: Education

New York State Teaching Certificate, *Secondary Ed. - Business* · Le Moyne College, Syracuse, New York

Certificate of Graduate Study in *Ecological Economics* · The University of Vermont Gund Institute for Ecological Economics, Burlington, Vermont

Vermont Business Center Leadership and Management Professional Certificate · The University of Vermont, Burlington, Vermont

CURRENT BOARD & LEADERSHIP POSITIONS

Vermont Environmental Consortium (VEC) · (www.vecgreen.com)

VEC is a 501(c)(3) non-profit organization that promotes growth and job creation in Vermont and is a leader in the green economy.