

Marlin R. Daniels



## PROFESSIONAL SUMMARY

Dynamic and results-oriented Chief Development Officer and Director of Operations with over 20 years of experience in financial management, strategic planning, and community relations. Proven track record in enhancing fiscal policies, increasing revenue streams, and fostering partnerships. Strong leadership skills in corporate, nonprofit, and military environments, with a commitment to excellence and integrity.

## CORE COMPETENCIES

- Strong verbal and written communication skills
- Effective leadership and team management
- Strategic decision-making and collaboration
- Budgeting, financial forecasting, and resource allocation
- Program evaluation and strategy adjustment
- Crisis management and informed decision-making
- Knowledge of personnel policies and labor relations
- Diplomatic negotiation and relationship building

## WORK EXPERIENCE

Florida Rights Restoration Coalition, Orlando, Florida

Director of Operations

July 2019 – April 2024

- Managed and coordinated daily operations, including production, quality control, and safety.
- Developed and managed operational budgets, monitored revenues, and collaborated with finance to achieve objectives.
- Oversaw special events, including in-person and virtual formats.
- Ensured compliance with tax regulations, annual reports, and audits.
- Managed payroll processes, including year-end tax document preparation.
- Provided leadership and coaching to departmental managers and staff, fostering continuous improvement and employee engagement.
- Managed Performance Management to ensure key performance indicators were established, monitored, and met.

- Oversaw Operations, Finance, Grants, and Human Resources departments.

Key Achievements:

- Facilitated and implemented the transition from Fiscal Sponsor to a standalone entity.
- Managed the transition to a Professional Employer Organization.
- Established strategic priorities to reduce operational expenditures.

The Experience Christian Center, Orlando, Florida

Chief Development Officer

September 2014 – July 2019

- Developed and enforced accounting policies, internal controls, and procedures in compliance with GAAP.
- Oversaw financial reporting, cash flow management, and accounts payable/receivable functions.
- Supervised accounting staff and maintained accurate member contribution records.
- Ensured compliance with tax regulations, annual reports, and audits.
- Managed payroll processes, including year-end tax document preparation.
- Created guidelines for fund receipt, recording, and distribution.
- Provided comprehensive financial reporting on a weekly, monthly, quarterly, and annual basis.
- Led partnership development initiatives, including proposals, presentations, and contract negotiations.

Key Achievements:

- Implemented a fiscal management program that improved monitoring of member revenues and budget trends.
- Increased corporate partnerships by 27%, diversifying revenue streams.
- Established strategic priorities to reduce operational expenditures.

Costco Wholesale, Altamonte Springs, Florida

Membership/Marketing Manager

August 1996 – August 2014

- Acted as Public Relations Representative; developed marketing plans to achieve membership and sales goals.
- Trained employees and management in marketing strategies and departmental procedures.
- Coordinated community outreach through events, trade shows, and charity functions.
- Utilized problem-solving skills to oversee Membership/Marketing departments and resolve issues.

Key Achievements:

- Achieved an average annual increase of 20% in membership signups.
- Surpassed membership renewals by 10% and income goals by 13%.

United States Army, Worldwide

Military Police/Paralegal Non-Commissioned Officer (NCO)

June 1995 – June 2005

- Led military police teams in law enforcement and security operations.
- Provided legal support across various law domains, assisting judges and command staff.
- Facilitated training and development for military personnel in police duties and legal matters.

Key Achievements:

- Developed a mobilization procedure that expedited document preparation.
- Increased productivity of soldier deployments by 20% through effective training.

## EDUCATION

- Master's Degree in Business Administration, University of Phoenix
- Graduate Project Management Certification, University of Phoenix
- Bachelor's Degree in Business Management, University of Phoenix
- Associate's Degree, Valencia Community College

## AFFILIATIONS

- Former Eatonville Town Council Member
- Former Board Member of the Orange County Community Action Board
- Former Chairman of the Board, Orange County School Board Unitary Status
- Former Board Member, Wayne Densch Performing Arts Board
- Former Board Member, Maitland Chamber of Commerce

## REFERENCES

Available upon request.