

CORTNEY BUSCH (SHE/HER)

Chief Operating Officer and Nonprofit Consultant

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[LINKEDIN](#)

Values-driven leader with more than 15 years' experience in nonprofits working to create meaningful change through operations, thoughtful people operations, governance, finance, and strategy development. Dedicated to problem-solving and designing systems that have measurable results in pursuit of a more just, equitable, and resilient society for all beings.

PROFESSIONAL EXPERIENCE

Founder and Director

Mission Possible Nonprofits
(remote)

October 2017 – present

June 2013 – April 2014

- Consultant for nonprofit operations, finance, governance, Human Resources, Justice, Equity, Diversity, and Inclusion (JEDI) assistance, strategy, and fundraising. Assist in overall structure and financial management for clients. Receive mail and perform banking duties. Review and revise NDA agreements and other legal contracts. Facilitate annual audits. Clients include National Urban League – Washington Bureau, Reprieve US, Rural Investment to Protect our Environment ('RIPE'), US Friends of Royal Flying Doctor Service Inc., Family Empowerment Media, Wine on Wheels, Material Innovation Initiative, Current Affairs, Women on Wheels, Gibraltar-American Council, Project Ellee, and InCloud Counsel.

Chief Operating Officer

Material Innovation Initiative
(remote)

March 2021 – September 2023

- Responsible for operations, finance, governance, finance, IT, and Human Resources at startup nonprofit. Create and implement JEDI strategy for the organization and build organizational culture. Create and manage organization's finances and policies, draft financial policies, and facilitate annual audits. Create all financial reporting including budgets, cash flows, and grant reporting for a rapidly growing budget. Create and manage contracts and NDAs. Create equitable compensation structure, recruitment strategy without identifying details, comprehensive onboarding system, and draft organizational policies. Plan and execute international staff retreats. Assist in managing Board of Directors and serve as staff liaison for Governance and Compensation and Financial and Audit Committees.

Executive Director

Chapel & York Foundation

Director of US Programs

Chapel & York International
(remote)

May 2016 – May 2021

- Responsible for operations, governance, banking, and finances for charities-advised and donor-advised funds, making grants of over \$5 million single-handedly per year. Maintain grant software.
- Operations, finances, and governance for 32 501(c)(3) clients, including starting multiple 501(c)(3)s.
- Create and implement processes and systems to streamline and assist both the Foundation and client 501(c)(3)s, as well as run Human Resources. Manage and train remote team members toward a shared vision and goal. Create and manage communications with stakeholders.

Operations Director

Reprieve US

(New York, NY)

March 2013 – April 2016

- Reactivate dormant 501(c)(3), including foreign incorporation and create fundraising strategy from scratch. Manage and oversee all operations, finance, governance, compliance, and Human Resources. Create financial processes, budgets, and cash flows, responsible for all financial reporting. Perform Human Resources and stay abreast of trends and laws. Fundraise including major donors, grant writing, and event planning. Programmatic work including Guantanamo Bay client liaison and visits, maintain federal security clearance. Participate in radio and TV appearances. Successfully grew organization from initial grant of \$90,000 to \$700,000 and from two to six employees.

Deputy Director

Gulf Region Advocacy Center
(Houston, TX)

August 2012 – June 2013

- Manage and oversee operations, finances, and governance for the organization. Create budgets and cash flows, responsible for all financial reporting. Served as Human Resources and staff management. Helped expand the Board of Directors as well as liaison with all directors. Fundraise including major donor and individual donors, grant writing, and event planning. Create and oversee social media and advocacy communications and appearances.

Paralegal and Casework & Operational Officer

- Assist in operations of the organization, including creation of policies and systems. Assist in Human Resources. Live in Pakistan and assist in creating operational,

Reprive
(London, UK)
July 2008 – August 2012

programmatic, hire staff, and investigative systems and procedures for offices in Lahore and Islamabad. Programmatic work challenging illegal detention and drone strikes in the “war on terror.” Maintain federal security clearance. Create advocacy strategies and communications, including writing op-eds, articles, blogs, radio, live appearances, and TV interviews. Create and manage a conference of drone strike victims, lawyers and law students culminating in coverage in *Time* magazine. Create policies, procedures, and systems and trained staff so they were well-versed before my departure.

EDUCATION

The City Law School, City University of London, London, United Kingdom

- 2009 – 2010: **Master of Laws (LL.M.)**, thesis on criminal legal aid defense
- 2008 – 2009: **Legal Practice Course (LPC)**, practical year of legal studies
- 2007 – 2008: **Graduate Diploma in Law (GDL)**, United Kingdom’s course converting B.A. to law degree

University of Nebraska-Lincoln, Lincoln, NE and London and Stratford-upon-Avon, United Kingdom

- 2003 – 2007: **Bachelor’s in Arts and Sciences**. Major in English language and literature, pre-law. Study abroad in London and at Shakespeare Institute.

SKILLS

- Leadership
- Project and people management
- Organization
- Time management
- Problem-solving
- Communication and interpersonal skills
- Emotionally intelligent and active listener
- Critical thinking
- Flexibility and adaptability
- Justice, Equity, Diversity, and Inclusion (JEDI) work

ADDITIONAL EXPERIENCE, VOLUNTEERISM, TRAININGS, & TECHNICAL COMPETENCIES

Certifications and Qualifications

Whiteness at Work certification | Human Resources Certification Institute (HRCI) Inclusive Human Resources Leadership certificate | BoardSource Certificate of Nonprofit Board Education | HRCI Certificate in D&I Human Resources Management | HRCI Certificate in Human Resources Management | View to become SHRM/HRCI certified within the next year

Trainings and memberships

Running Remote membership | AFP membership | TSNE MissionWorks and Institute for Nonprofit Practice Diversity, Equity, Inclusion, and Belonging for Nonprofit Consultants (April – July 2021) | Equity Sequence (June – August 2021) | Multiple DEIB training courses, including, but not limited to, More Than White Fragility Training, Whiteness at Work: Time in the Workplace, and AORTA Anti-Racism Training | National Democratic Training Committee (NTDC) Staff Academy (1st cohort; 2019) | Congressional Black Caucus Institute Advocacy and Campaign Training (2018)

Volunteerism

Elected member of Orleans Parish Democratic Executive Committee (OPDEC; June 2020 – June 2024) | Board President and Director of Prescription Joy (present) | Kitchen Leader for Crescent City Café (present) | Poll Commissioner for Orleans Parish (2020-2022) | Gala Committee member for New Orleans Women and Children’s Shelter (2019-2021)

Technical Competencies

Google Suite | Microsoft Office Suite | Quickbooks Online and Desktop | Asana | Monday.com | Slack | Bill | Divvy | Tallie | Bloomerang | Little Green Light | DonorPerfect | Salesforce | Beacon | Various Human Resources Information Systems (HRIS), including PEOs