#7

CF 312558

City of Seattle

Notice of Appointment

Name: *Elizabeth Trautman*		☒ **Executive Appointment** ☐ **Reappointment** ☐ **Legislative Appointment** ☐ **Agency Appointment** ☐ **PDA Council** ☐ **PDA Constituency**
Residential Neighborhood: *Ballard*	**Zip Code:** *98107*	**Contact Phone No.:** *n/a*
Appointed to: *Pedestrian Advisory Board*		**Date of Appointment:** *September 1, 2012*
Authority (Ord., Res.): *Ordinance 121568*		**Term of Office** **From:** *Confirmation* **To:** *9/1/2013*

Background:

Elizabeth Trautman loves cities and the transportation infrastructure that helps them thrive. She is particularly passionate about developing equitable and sustainable communities. After two years of Peace Corps service in the West African nation of Benin, she completed her Master of Public Administration degree at the University of Washington's Evans School, where she focused on nonprofit management and international development.

Liz currently works for YouthCare, a nonprofit organization that serves Seattle's homeless young people. She comes by her love of cities honestly: born and raised in New York City, she completed her undergraduate education in Washington, D.C. at Georgetown University's School of Foreign Service. She can often be found waiting for a bus, doing a crossword puzzle, or walking her dog.

Authorizing Signature:	**Name and Title of Officer Making Appointment:** *Mayor Mike McGinn*

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CITY OF SEATTLE
2012 SEP -4 PM 3:47
CITY CLERK

Revised 3/11

Elizabeth D. Trautman

EDUCATION

University of Washington - Evans School of Public Affairs

Master of Public Administration, 2011

- International Nonprofit Management, Peace Corps Masters International

Georgetown University - School of Foreign Service

B.S. Regional Studies: Africa, 2005

- Women's Studies Certificate

RELEVANT EXPERIENCE

Marketing & Communications Coordinator, Seattle, WA 3/2011-present

YouthCare

- Responsible for updating and maintaining website content with relevant news and success stories; managed development of new site in 2011
- Manage social media presence, engaging existing supporters and the general public to learn more about youth homelessness
- Write and edit assorted YouthCare collateral to educate general public about our mission and our work
- Develop briefings and talking points on legislative issues for the Executive Director

Gender and Development Coordinator, Cotonou, Benin 8/2009-8/2010

CARE Benin/United States Peace Corps

- Managed five-person volunteer GAD Committee to ensure that scholarship, youth leadership, and fundraising activities were on track to meeting annual goals
- Represented the GAD Program at outreach events at the U.S. Embassy, the Ministry of Sports & Leisure, and U.S. Peace Corps conferences
- Organized annual GAD fundraising dinner (attended by U.S. Ambassador to Benin), raising 10% more than previous year
- Conducted site visits, provided technical support and monitoring to six local NGOs for CARE Benin on a $5 million USAID-funded project
- Assessed an average of seven micro-grant applications per month, serving over 18,000 Beninese people each year

Small Business Development Consultant, Grand Popo, Benin 9/2008-8/2009

Grand Popo Mayor's Office/United States Peace Corps

- Organized a series of outreach meetings with over 100 stakeholders for the Mayor and local authorities to assess community development priorities

- Conducted survey of local business leaders to determine tourism priorities
- Produced written French language Tourism Development Plan for the Mayor

Member Relations Manager, Washington, D.C. 7/2004-12/2007

Kabissa–Space for Change in Africa

- Managed communication with 1000 African civil society organizations, including monthly newsletters and daily responses to membership and support inquiries
- Analyzed success of fundraising appeals via Vertical Response, contributed to development of fundraising strategy
- Created outreach materials for the Combined Federal Campaign, alternative gift fairs, and Annual Holiday Party
- Maintained accurate and up-to-date donor database; processed donations; edited quarterly donor newsletter
- Participated in strategic planning process, including SWOT analysis and stakeholder engagement

ADDITIONAL SKILLS

- *Software* – Salesforce, CiviCRM, SPSS, Stata, Content management systems, Microsoft Office suite, Mac and Windows OS
- *Languages* – French fluency, elementary KiSwahili
- *Cross-cultural communication* – Demonstrated experience working internationally and in culturally diverse teams

Seattle Pedestrian Advisory Board

11 members: Per Resolution 29532, all subject to City Council confirmation, *2*-year terms

- *5* Appointed by City Council
- *6* Appointed by Mayor
- *1* Appointed by YMCA Get Engaged program

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
		1	Lydia Heard	3-4-12	3-4-14	1st		City Council
		2	Devor Barton	4-1-11	4-1-13	1st		City Council
		3	Anna Hook Spooner	6-1-12	4-1-13	1st		City Council
5		4	Jacob Struiksma	4-1-11	4-1-13	1st		City Council
3		5	Jen Calleja	3-4-12	3-4-14	2nd		City Council
		6	Mark Melnyk	3-4-12	3-4-14	2nd		Mayor
		7	Dottie Faris	3-4-12	3-4-13	1st		Mayor
		8	David Goldberg	3-4-12	3-4-14	1st		Mayor
5		9	Mark Landreneau	3-4-12	3-4-14	2nd		Mayor
		10	Seth Schromen-Wawrin	3-4-09	4-1-13	2nd		Mayor
3		11	Lorena Kaplan	3-4-12	3-4-14	1st		Mayor
6	**F**		**Elizabeth Trautman**	**9/1/2012**	**9/1/2013**	**1st**	**Get Engaged**	**Mayor**

***Diversity**

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native-American	(5) Other**	(6) Caucasian
Mayor	4	2		1			1		Visual / hearing impaired	3
Council	2	3		1			1		Visual impaired	4
Other Bodies	1									1
Total	*7*	*5*		*2*	*0*	*0*	*2*	*0*	*2*	*11*

***Other includes diversity in any of the following: race, gender and/or ability*