

**Alma C. Aguirre**  
**MASCAT CONSULTANTS**  
**NON-PROFIT BUSINESS, PROGRAM & DEVELOPMENT**  
**TRAINING & CONSULTANT SERVICES**  
**210-548-9248, mascat@gvtc.com**



## RESUME

### Education:

- **Over 16 years** in Professional Nonprofit Management, Development, Fundraising and Training, 1996 to present.
- **St. Mary's University**, San Antonio, Texas, 1972, BS degree in Mathematics and Physics.
- **Southwest Texas State University** (Now Texas State University), San Marcus, Texas (1972-1974) Teacher Certification, 1974 in Secondary Mathematics and Physics

### Experience:

- **MASCAT Consultants: Owner/Consultant (1996 to present) providing services in:**
  - Nonprofit Development and Educational Consultant,
  - Board of Directors Training and Consultations
  - Fundraising/Development Planning and implementation
  - Donor Development Planning and implementation
  - Grant Proposal Development, Writing and Management,
  - Nonprofit Business Management Best Practices Consultations and oversight, Form 1023 applications, Bylaws and Articles
  - Program Management Training, Planning and Implementation Consultations,
  - Publicity, Promotions and Public Relations
  - Coordinated Business Forms and Correspondence
  - Nonprofit Fiscal Management Consultations and QuickBooks Training
  - Nonprofit Social Networking, Web Page Creation and Management
  - Technology Training and Facilitation
  - Volunteer Program Management Training
  - Environmental Curriculum Writer and Presenter
- **Founder and Director/Grant Writer:** Every Drop Counts, Water as a Changing Resource Program for at-risk students at Thomas Jefferson High School , San Antonio, Texas (1996-2005)
- **Owner and Founder of MASCAT, Math and Science Curriculum with Advanced Technologies,** MASCAT Mentoring /Tutoring Program, Curriculum Writer, Program Director, Grant Proposal Writer, Fundraising (1997-2005)
- **Small Business owner of Arts & Crafts** Business and Art Studio, 1985-1996 Sculptor and Painter (1882 to present)
- **San Antonio Independent School District**(31yrs), Edgewood ISD (2 years)  
Retired, May 2005, with 33 years of teaching service, taught all levels and all high school courses of mathematics (Fall 1972 to 2005) Math Department Chair (1980 to 1992)

## **Professional Capacity:**

- **Have facilitated Nonprofit Development/Fundraising/Grant Proposal income** for my clients to total over \$11,000,000 to date since 2005 alone, for various NPO's such as faith based organizations, rural development organizations, volunteer fire departments, youth services agencies, agricultural service agencies, human resources organizations, family services organizations, disabled services organizations, environmental agencies, senior citizen services, historical/cultural organizations, art organizations, community centers, animal service organizations, capital campaigns and much more.
- **Major Client list includes:** San Antonio Independent School District, Every Drop Counts, MASCAT Mentoring, Alamo Area Resource Conservation and Development Area Inc, Triple H Equitherapy Center, Hill Country Daily Bread Ministries, The Majestic Ranch Arts Foundation, The School at Majestic Ranch, Hill Country Family Services, The Dienger Cultural and Heritage Center, The Kendall County Fair Association Inc, The Comfort Fire Department, Senior Outreach Services, The Thomas Jefferson High School Historical Preservation Society, The Pleasant Valley Community Center and many more.
- **Workshops and Seminar Presentations:** Small and large group workshops and presentations in Nonprofit Grant Proposal Writing, Board and Nonprofit Management Training, Donor Development, Strategic Planning, 1997 to present
- **Expert Nonprofit Promotions through:** multiple speaking engagements, published newspaper and magazine articles, photography and Power Point presentations, nonprofit donor solicitation letters and forms, nonprofit web page and facebook page creation and management.
- **Maintain Best Practices** through continued professional training, independent research in Non-Profit Law, Non-Profit Management and NPO Business Management, 1997 to present
- **Expertly trained** from Grant Writing I, II, III, Training, RDS Consulting, Alamo RC&D Area Seminars, 1998 and San Antonio Independent School District Training: Grant Proposal Writing 1999, Internet and Microsoft Technology Training, Word, Excel, Access, Power Point and the World Wide Web, 1999-2004, multiple nonprofit business and management seminars and workshops from 1996 to present.
- **Computer proficient** in Microsoft Word, Excel, Access, Power Point, ACT Business Planning Software, Internet Explorer, Photo Shop Elements, World Wide Web, Web Page design, Internet Research, and Communications
- **Proficient in Accounting** for Nonprofits using Quicken and QuickBooks or Excel
- **Proficient in Educational Curriculum Writing**, Educational Curriculum and Program Development
- **Proficient in the use of Publication Software** such as Print Shop Pro-Publisher, Microsoft Word and Print Master Software, Microsoft Publisher, Adobe Photoshop, Computer Photo Processing and enhancement
- **Bilingual, Spanish as a second language**

## **Nonprofit Activities and Community Involvement:**

- **Board of Directors Service:** Alamo Area RC&D Board Vice President 2005-2007, TJHS Historical Preservation Society Board Secretary/Treasurer/ Member/Volunteer, 2005-2007, (presently on the TJHS HPS Advisory Board), Kendall County RC&D Committee Director, 2005 to 2007, The Dienger Cultural & Heritage Center Advisory Board 2009 to 2011.
- **Volunteer Service:** Current: Kendall County Nonprofit Network, Water ~Protect Each Drop Project, Other: St. Peter the Apostle Catholic Church, Hill Country Daily Bread Ministries, TJHS Historical Preservation Society, Every Drop Counts program, Academic Decathlon and

University Interscholastic League Programs SAISD, Alamo RC&D Area Inc., Senior Outreach Services, Rainbow Center, Comfort Youth Coalition, Hill Country Council for the Arts, The School at Majestic Ranch, Water~ Protect Each Drop, The Pleasant Valley Community Center and more.

- **Every Drop Counts, Water as a Changing Resource Program**, Director, Curriculum Writer, Project Director, (incorporated math, science and water environmental issues, in a service learning, student centered project) 1997-2005 (Wrote curriculum and fully funded this program through grants and corporate sponsorships.)
- **MASCAT Tutoring/Mentoring Program** for at-risk students, Sponsorship & Program Planning and implementation as director.
- **San Antonio Water System** , Student Water Action Team Director TJHS, 1998-2005

### **Awards/Achievements:**

- **Alamo RC&D Recognition Award**, Best Council Member 2007
- **Texas Education Agency Resolution of Excellence Award**, September 15, 2000
- **Award of Excellence**, San Antonio Independent School District, August 28, 2000
- **Presidential Award for Excellence in Mathematics and Science Teaching**, National Science Foundation, Clinton Presidential Administration Award, Texas State Award Winner, July, 2000
- **San Antonio Water System Environmental Awareness Grant Award**, 1996-99
- **HEB/Texas Land Office Environmental Challenge Grant Award** 1997-2000
- **GTE(Verizon) Foundation GIFT Grant Fellow**, 1997-98, GTE GIFT Grant Award 1997-98
- **Editor and consultant for the Graphing Technology in Mathematics Project** at Trinity University. Edited the workbooks "Graphing Power, Middle School Activities for the TI81 and TI82" and Graphing Power, High School Activities for the TI81 and TI82", Dale Seymour Publications, 1995
- **Editor and consultant for the textbooks** " Algebra Structure and Method, Book 1", 1990 and "Mathematical Connections, A Bridge to Algebra and Geometry", 1992 for the Houghton-Mifflin Publishing Company, Boston

### **Interests:**

- Reading, Learning
- Internet Genealogy Research
- Gardening
- Environmental Studies
- Art, Painting, Sculpture,
- Computers and Calculator Technologies
- Science and Mathematics

### **Availability:**

Available to work on a daily business schedule from my home office (and on site) by contract agreement, on Monday through Friday, from 10:00 am to 6:00 pm and some weekends. Will regularly complete most work out of my home office utilizing internet and phone communication. Have a valid Texas Drivers License and transportation. Usually maintain an assigned schedule of client meetings and interactions so availability on a daily basis can vary. Will make time available for Board, donor or committee meetings as needed on a scheduled basis.

**Web Contact Info:** [www.knnonprofitnetwork.com](http://www.knnonprofitnetwork.com), [www.facebook.com/kcnonprofitnetwork](http://www.facebook.com/kcnonprofitnetwork),  
[www.linkedin.com/in/acaguirre](http://www.linkedin.com/in/acaguirre), <http://twitter.com/kcnonprofitnet>  
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