

# **Dorothy P. Craig**

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## **PROFESSIONAL PROFILE**

Over 35 years experience in editing complex documents, program and event planning, and office administration. Skilled project manager and team player with strong organizational skills, ability to multi-task and meet deadlines; detail oriented while staying focused on the big picture. Areas of interest: sustainability, environment, waste management, water resources and climate change.

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## **EMPLOYED EXPERIENCE**

### **Planning and Editorial Consultant, *Dorothy P. Craig & Associates* (1979 - Present)**

Developmental editing of policy plans and technical reports (50-150+ pp). Work with staff teams to plan and organize document, substantively edit drafts by multiple authors; and manage document production. See [www.dpcraig.com](http://www.dpcraig.com) for details on completed projects and client testimonials.

- Edited City of Seattle solid waste plans; City of Olympia wastewater management, drinking water and solid waste utility plans and comprehensive plan amendments; and Seattle City Light integrated resource plan.
- Edited technical reports on climate change, stormwater impacts of land use, well source protection, aquatic habitat protection, and hazardous materials site assessments.
- Reorganized and updated 3-volume Environmental Procedures Manual for Washington State Department of Transportation with multiple links to on line resources; coordinated production of four semi-annual updates (David Evans & Associates, Inc.).
- Helped develop Olympia's surface water management utility, including many grant proposals and intergovernmental agreements.
- Produced numerous other policy/technical reports and training materials on environmental and resource management issues for public agencies in the Puget Sound area, including City of Bellevue, King County and National Oceanic and Atmospheric Administration (NOAA).

### **Administrator, *Sufi Order International/North American Secretariat* (1996-2004)**

Coordinated office operations for small non-profit organization.

- Managed Board of Trustees strategic planning process, prepared agendas/minutes, created orientation packets).
- Responded to frequent customer service phone and email inquiries.
- Managed volunteer leadership development training process, including reviewing 50+ applications per year, assigning mentors and tracking progress.
- Planned annual leadership training camp for 100+ participants; coordinated onsite program activities; processed registrations and payments.
- Coordinated all aspects of semi-annual direct mail membership fundraising campaign.
- Processed invoices, vendor payments, and bank deposits; assisted with budgets and financial reports; prepared analysis of employee benefit programs.
- Oversaw cross-country move of national office (purging archives, arranging for packing and shipping, arranging new insurance/communication services, setting up office systems).
- Supervised two interns and office volunteers.

**Administrative Assistant, King County Housing and Community Development (1977-78)**

- Managed \$5 million in contracts for HUD block grants to 40 suburban King County cities and non-profit grant recipients. Prepared report on 150 projects, procedures handbook.

**Community Planner, King County Planning Division (1975-77)**

- Assisted four small towns in Snoqualmie Valley in preparing grant proposals and land use and community development plans.

**Program Planner, Macomb County (MI) Community Mental Health Services 1969-1973.**

- Planned and wrote grant proposals for a \$3 million comprehensive mental health program, including for 25 new or reorganized services for rapidly growing suburban county.

**VOLUNTEER EXPERIENCE**

**Political/issue advocacy (2008-present)**

- Coordinated voter registration, get-out-the-vote phone bank and canvassing from neighborhood location, coordinating a total of over 100 volunteers.
- Member, Citizens Climate Lobby, developing the political will for significant action on climate change.

**Leader, Sufi Order International (2005-Present)**

- President, local center council – schedule meetings, plan agendas, facilitate meetings, coordinate publicity for local events, respond to inquiries, compile quarterly newsletter.
- Event coordinator (Seattle) – coordinated planning team for seminar with 200 participants, overseeing promotion, registration, program planning, facility and catering arrangements.
- Managing editor, online magazine startup, <http://www.sevenpillarsreview.org/> (2008).

**Founder and Director, Sustainable Community Roundtable, Olympia WA (1992-2000)**

- Co-founder/ director of small non-profit promoting sustainability in Thurston County
- Coordinated planning of numerous public meetings, facilitated frequent meetings of Board and project volunteers.
- Coordinated planning, research and publication of sustainable community indicator reports.

**EDUCATION AND TRAINING**

- M.S.W. (administration and policy), University of Michigan, Ann Arbor MI.
- B.A. (history), Allegheny College, Meadville PA.
- Women's Integral Leadership Training, Seattle WA.
- Leadership Thurston County, Olympia WA.