

JAY ARMEN

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4907 Fairway Court
Orlando, FL 74521

EXECUTIVE DIRECTOR

Non-Profit Management ✦ Strategic Planning ✦ Fundraising ✦ Business Development

Creative, Outgoing, and Reliable **High Profile Leader** with 25+ years of extensive experience in developing, and directing Key Management Operations; possesses a hands-on experience combined with an unique approach to business development, and has created a solid track record of delivering the support strategies that companies need to succeed. Demonstrates proven ability to embed best practice project and community management, to deal with changing priorities and exhibits a high degree of business acumen crucial in the delivery of targeted outcomes in a fast-paced environment.

Recognized for Outstanding Track Records in Negotiating Best Practices with Key Accounts

Highly strategic professional and research specialist possess unique ability to identify fundamental marketplace dynamics, threats, and opportunities and craft appropriate responses. Provides meaningful insights, and develops effective customer engagement strategies that allowed favorable contract negotiations. Distinguished top performer portrays a professional demeanor with the ability to establish and maintain effective business relationships. Enjoys the challenge of generating new opportunities that produce a unique experience for customers, and is unwavering in the pursuit of excellence.

- ✦ Business Plan Development
- ✦ Non-Profit Capital Projects
- ✦ Contract Negotiations & Real Estate Ventures
- ✦ Assessments & Financial Management
- ✦ Grant Reviewing & Fundraising
- ✦ Partner Development & Board Management

CAREER HISTORY

Newman Enterprise

1997 - Present

Executive Vice President

- ✦ Orchestrated the design and construction of a 12Ksqft facility for the military to create the Family Support Center; **raised \$1M in funding** to complete the project and served as Board Member and Executive Director.
- ✦ Focused on growth and development of income streams by **optimizing the business development initiatives**; formulated and implemented targeted strategies aimed at 'for-profit' real estate development and commercial construction company as well as one for a 'non-profit', 501c 3.
- ✦ **Improved business performance, and its overall strategic position** consistently meeting and exceeding targeted goals and objectives while working within new industry areas; exhibited excellence in implementing project vision from concept to completion; managed teams and budgets.
- ✦ Demonstrated strong ability to manage and coordinate dozens of commercial real estate projects upwards of 500K sqft; **provided expertise in commercial real estate and construction projects for non-profit organizations**; maintained regular communication with clients providing remarkable service that increased business success.

OTHER RELEVANT EXPERIENCE

Meyer Health System

1996 - 1997

Healthcare Director

Pritz Consultants

1994 - 1996

Senior Consultant

Homeaway Health System

1992 - 1994

Administrative Support

Florida State University

1989 - 1992

Research & Teaching Assistant

EDUCATION & TECHNICAL SKILLS

Member, Masters Leadership Program, Orlando, FL
Current Class XIV, Oct 2016 – Mar 2017

Meyer Health System, 1994
Fellowship, Health Care Management
Florida State, 1994
Masters Health Services Administration
Florida State University, 1989
Bachelor of Science

Microsoft Office Suite ✦ PowerPoint ✦ Publisher ✦ Basecamp ✦ Project Path

CERTIFICATIONS & LICENSURE

Florida University, Certification in Non-Profit Management, 2014
Certified Graduate, Builder & Certified Green Professional, 2015
Commercial Real Estate License, 2011

NOTABLES

Therapeutic Garden of the Year, 2014
Presidential Citation, Universal Design, Family Center, 2013
Florida Business Journal Women's Leadership Award, 2015
Recognized for Excellence, Family Support Center, 2014
Recipient, Excellence in Construction Award, Associated Builders & Contractors, 2011