



A Tradition of Stewardship
A Commitment to Service

County Executive Office
1195 Third Street, Room 310 Napa, CA 94559-3082
(707) 253-4421 FAX (707) 253-4176
APPLICATION FOR APPOINTMENT TO
BOARD, COMMISSION, COMMITTEE OR TASK FORCE

RECEIVED eAFA

NOV 30 2016

PLEASE TYPE OR PRINT (Complete pages 1 through 3)

NOTE: Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

PLEASE NOTE THAT APPOINTEES MAY BE REQUIRED BY STATE LAW AND COUNTY CONFLICT OF INTEREST CODE TO FILE FINANCIAL DISCLOSURE STATEMENTS.

For information about Form 700 Conflict of Interest Code click on this link [Committee List of Form 700 Filers](#)

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Napa County Fair Board

*Category of membership for which you are applying:

(This information can be found on the news release announcing the opening.
You may apply for more than one category if more than one position is open.)

director

*Supervisorial District in which you reside:

5

*Full Name:

Nancy E. Levenberg

*Date:

11/30/2016

*Current Occupation: (within the last twelve (12) months)

Executive Director Napa County Historical Society

*Current License: (Professional or Occupational, date of issue and/or expiration including status)

n/a

*Education/Experience: (A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.)

M.A Political Science, UC Berkeley
Adv. to Candidacy, Political Science, UC Berkeley

*Community Participation: (Nature of activity and community location)

Exec Committee, AAUW, 1990s
Mt. George Parent Club, Exec Committee, 1990s
Grants writer for Arts Council and Mt. George School, 1990s
NVUSD, Parent Advisory Council, 1995-1997

*Other County Board/Commission/Committee on which you serve/have served:

Napa County Fair

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Napa County Fair Board

Names, addresses and phone number of three (3) individuals familiar with your background:

*Name:

Diane Dillon

*Address:

Napa County

*City:

Napa

*State:

CA

*Zip Code:

94558

*Telephone:

*Name:

Brad Wagenknecht

*Address:

Napa County

*City:

Napa

*State:

CA

*Zip Code:

94558

*Telephone:

*Name:

Carlene Moore

*Address:

Napa County Fair

*City:

Calistoga

*State:

CA

*Zip Code:

94515

*Telephone:

Name and occupation of spouse within the last 12 months, if married (For Conflict of Interest purposes):

*Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute:

I have experience with managing boards and their work and want to pay back to this community by serving on one of the county's public boards with what expertise I have.

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Napa County Fair Board

APPLICANTS APPOINTED BY THE BOARD OF SUPERVISORS WILL BE REQUIRED TO TAKE AN OATH OF OFFICE.

All applications will be kept on file for one year from the date of application.

PERSONAL INFORMATION

The following information is provided in confidence, but may be used by the Board of Supervisors when making the appointment, or be used by the Committee/Commission/Board/Task Force following appointment for purposes of communicating with the appointee.

*Full Name:

Nancy E. Levenberg

*email Address:

*Home Address:

*Work Address:

*City:

*State:

*Zip Code:

Napa

CA

94559

*City:

*State:

*Zip Code:

Napa

CA

94581

*Telephone:

*Telephone:

NANCY E. LEVENBERG

Napa, California 94559

QUALIFICATIONS

- ◆ Experienced and proven community leader. Ability to work with boards large and small; strong personalities; both public and elected officials.
- ◆ Respected for high ethical standards.
- ◆ Able to craft/facilitate consensus. Plus demonstrated leadership skills.
- ◆ Proven ability to work independently.
- ◆ Excellent written and verbal communication skills.
- ◆ Produce high quality written communication including public policy statements, annual reports, newsletters, brochures, budgets, press releases, letters, strategic plans, grants, and proposals.
- ◆ Excellent financial management skills
- ◆ Media spokesperson with experience in radio, television, all media.

RECEIVED

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NAPA COUNTY
EXECUTIVE OFFICE

EXPERIENCE

NAPA COUNTY HISTORICAL SOCIETY- Napa, CA

2011-present

Executive Director: Responsible for running a 350-member non-profit organization

Responsibilities

- develop/maintain strong working relationships with members and the Board of Directors
- expand organization's efforts to keep history alive in Napa County
- media relations
- establish performance standards and motivational tools for office staff and volunteers; supervise, train, and develop staff/ volunteers
- develop/teach/offer history programs including historic walking tours
- manage fiscal resources, handle all budgeting and reporting
- maintain/ develop membership support programs; direct membership solicitation/retention efforts
- develop/oversee all public communication; spokesman for organization
- develop all written materials
- Board member: assist in policy development and implementation; direct and maintain the work of all Board committees and community boards

NAPA COUNTY LANDMARKS – Napa, CA

2012-2014

Executive Director: Responsible for running a 150-member non-profit organization

Responsibilities

- develop/maintain strong working relationships with members and the Board of Directors
- expand organization's efforts to preserve and protect Napa County's historic assets
- media relations
- establish performance standards and motivational tools for office staff and volunteers; supervise, train, and develop staff/ volunteers
- develop/teach/offer history programs including historic walking tours
- manage fiscal resources, handle all budgeting and reporting
- maintain/ develop membership support programs; direct membership solicitation/retention efforts
- develop/oversee all public communication; spokesman for organization
- develop all written materials
- Board member: assist in policy development and implementation; direct and maintain the work of all Board committees and community boards

ST. HELENA CHAMBER OF COMMERCE- St. Helena, California

2006-2011

CEO/President: Responsible for running a 500-member business association

Responsibilities/Achievements:

- develop/maintain strong working relationships with members, the Board of Directors, and local government
- expand Chamber's efforts on behalf of core public policy issues in the upper Napa Valley
- media relations including administration of public relations campaign on behalf of St. Helena
- secured first-time ever public funding for marketing and promoting St. Helena
- serve as a liaison to relevant organizations and local government officials
- establish performance standards and motivational tools for office staff and volunteers; supervise, train, and develop staff/ volunteers
- direct and maintain new business/entrepreneur attraction
- develop/teach/offer business training programs
- manage fiscal resources, handle all budgeting and reporting
- maintain/ develop membership support programs; direct membership solicitation/retention efforts
- host a talk radio show
- develop/oversee all public communication; spokesman for chamber
- develop all written materials
- Board member: assist in policy development and implementation; direct and maintain the work of all Board committees and community boards

ALDEA CHILDREN AND FAMILY SERVICES - Napa, California

1999-2006

Director of Development: Designed and implemented a successful, diverse fundraising program for one of Napa County's largest non-profit agencies.

- Helped expand agency budget from \$5.5M to \$8.1M and participated directly in budget planning and reporting.
- Increased agency visibility dramatically through effective public relations/marketing campaign.
- Created and supervised agency donor, event, and client databases.
- Increased Endowment by 200% over three years.
- Planned and directed the execution of numerous successful fundraising events.
- Played vital role in agency planning as Executive Planning Team member.

HAGAFEN CELLARS - Napa, California

1995-1999

Office Manager/Sales & Marketing: Operated winery office.

- Wrote and published newsletters, brochures, press releases, sell sheets, and promotional materials.
- Administered advertising accounts and developed advertising copy.
- Established and maintained Wine Club.

SELF-EMPLOYED - Napa, California

1993-2000

Grant Writer: Created grant program for an elementary school. Grant writer for Mt. George School, Napa Valley Arts Council, and Music in the Vineyards.

NAPA VALLEY UNIFIED SCHOOL DISTRICT

1993-1997

Napa Valley Adult School, Teacher

Substitute Teacher

YALE-CHINA ASSOCIATION – New Haven, Connecticut

1980-1983

Associate Director: Assisted Executive Director in planning, administration, and staff management.

- Led the International Asian Studies Program at Chinese University of Hong Kong.
- Set up/administered Yale University PRC/Visiting Scholar program.
- Acting Director of the Yale-China Association in Hong Kong.
- Staffed the Lingnan Foundation through the Rockefeller Brothers Foundation in NYC.

TEACHING AND RESEARCH

Teacher, ESL, Chinatown Resources - New York, NY
1983-1984

Visiting Scholar: Columbia University - New York, NY
1982-1983

Research Assistant, for Stanley Lubman, J.D., Heller, Ehrman, White, and McAuliffe-San Francisco, CA 1978-1979

Research Assistant, for Professor Reinhard Bendix -UCB
1978-1979

Research Assistant, for Professor John Bryan Starr - UCB
1976-1978

Instructor, Orientation for Teaching Assistants/Teacher Assistant Training Program through the Graduate Assembly. Recommended by departmental faculty - UCB
1977

Teaching Assistant, Political Science 4: "Tutorial in Political Theory – introductory course," Professor John Bryan Starr, faculty advisor - UCB

1976

Teaching Assistant, Political Science 141E:"Marxist Theory in Communist Political Systems," Professor A. James Gregor, instructor - UCB

1976

Reader, Sociology 164: "Asian Folklore and Society," Professor Wolfram Eberhard, instructor - UCB
1975

Reader, Political Science 119: "Community and Intellectual Life," Professor Reinhard Bendix, instructor - UCB
1974-1975

Teacher, ESL. The Language Center: a government sponsored institute - Taipei, Taiwan
1971-1974

EDUCATION

B.A. Political Science Indiana University

M.A. Political Science University of California-Berkeley

PROFESSIONAL HONORS/AFFILIATIONS

Steering Committee Member, Napa County TBID, 2010-2011

Director/Board of Directors, Napa Valley Destination Council, 2009-2010

Napa Valley Destination Council Marketing Committee, 2009-2011

St. Helena Climate Protection Task Force, 2010-2011

W.A.C.E. Academy graduate, 2/2009

Citizen's Commission Member, NCTPA, 2006-2008

Leadership Napa Valley, Class XVI graduate, voted "Most Fun" in class

Director, Napa County Fair, 2012-2014

**additional community work available on request*