Sarah “Sally” Pettegrew

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#### Jacksonville, Florida 32277

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# PROFESSIONAL SUMMARY

An accomplished professional with a strong work ethic who has acquired progressively responsible experience in a variety of administrative areas including Human Resources, Office Management, and Non-Profit Administration. Cross-functional experience in a broad range of HR functions including staffing, recruiting, and performance evaluations, including union and non-union environments. Possesses outstanding interpersonal skills and is dedicated to building and strengthening strong relationships with colleagues and vendors.

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# PROFESSIONAL EXPERIENCE

**THE COMMUNITY FOUNDATION FOR NORTHEAST FLORIDA,** Jacksonville, Florida (**January 2019 – present)**

Executive Assistant to the President

A Community Foundation with $452 million in net assets providing support to non-profit organizations within the five-county area. Provide support to the President including responsibility for the President’s schedule and working closely with donors and the Board of Trustees.

**ADECCO**, Jacksonville, Florida **(December 2018 – January 2019)**

Temporary assignment in Risk Management with Miller Electric

**CUMMER MUSEUM OF ART & GARDENS**, Jacksonville, Florida **(October 2018 – December 2018)**

Temporary position as administrative assistant for development staff.

**JACKSONVILLE SYMPHONY ASSOCIATION,** Jacksonville, Florida **(September 1983 – October 2018)**

A leading Northeast Florida arts organization with a budget of $9.5M in FY18, the Jacksonville Symphony provides orchestral concerts and community outreach programs to more than 260,000 area residents annually.

## *Positions Held:*

## *Vice President of Administration (2014—2018)*

* *Director of Administration (2006— 2014)*
* *Director of Human Resources (1997—2006)*
* *Administrative Assistant & Office Manager (1987—1997)*
* *Receptionist/Box Office Assistant (1983—1987)*

**KEY ACCOMPLISHMENTS**

* Established the Human Resources function for the Jacksonville Symphony. As sole HR professional on staff, managed all human resources responsibilities including hiring of administrative staff, oversight of payroll processing, supervisor training, and benefits administration.
* Provided counsel during 10 executive director/president leadership transitions, assisting with the national search process for both executive leadership and music director positions.
* Active participant in contract negotiations with the musicians’ union, AFofM Local 444, providing advice on benefits; maintained positive working relationship with musicians’ negotiating committee.
* Developed strong relationships with colleagues, board members and donors.
* Maintained working knowledge of collective bargaining agreements with AFofM (musicians’ union) and

 IATSE (stagehands’ union).

* Provided data to Symphony grants writer for applications; filled in on an interim basis during vacancy in

 grant writer position.

Other Experience: Freelance costume designer 1983 to present. Designing costumes for theatrical

productions at Jacksonville University, Theatre Jacksonville, and Douglas School of the Arts.

# EDUCATION

# Salisbury State College (Salisbury, MD) Bachelor of Arts – History

Idaho State University (Pocatello, ID) Master of Arts—Speech & Drama (Emphasis—Costume Design)