

OPTIMIST INTERNATIONAL OFFICES

Department Descriptions

4494 Lindell Boulevard - St. Louis, Missouri USA 63108
Main Phone: 800-500-8130 or 314-371-6000 Fax: 314-371-6006

(Department General Voice Mail Extension and Email Address(s) are listed next to Department)
Employee E-mail addresses: employee's first name.last name@optimist.org
For example - Cheryl Brenn: cheryl.brenn@optimist.org

SUPPLY ITEMS

Shumsky (U.S.): 877.678.2581
Ansell Awards (Canada): 800.565.7062

OFFICE OF THE EXECUTIVE DIRECTOR – Cheryl Brenn, Executive Director

Ext. 200

Executes policies, plans, financial affairs and philosophy of organization
Provides liaison to corporations, media, and governmental officials
Revenue and Member Benefits Development
Publisher: *The Optimist* magazine, Leadership *Hotline*
Corporate Development

executiveoffice@optimist.org
headquarters@optimist.org

Liaison:

Board of Directors

NEW CLUB BUILDING - Jim Boyd, Director of Strategic Growth

Ext. 227

Process paperwork for new clubs
Assign club numbers to new clubs
Maintain listing of New Club Building Chairs, New Club Building Committee Members
Track awards-New Club Building Sponsor Club Patch
Assigns Certified Club Builders (CCBs) and Field Representatives
Develop New Club Building Materials
Maintain New Club Database online
Provide Training

Liaison:

New Club Building Committee

Send out supplies/kits
Travel within Districts for New Club efforts and programs
Consult with volunteer leaders regarding New Club Building goals and strategy
Track ongoing New Club activity across the organization
Support volunteer efforts to better connect with local communities

ADMINISTRATION & OPERATIONS – Dana Thomas, Senior Director

Ext. 201

Building Operations

District Allotments Document Recording

Liaison:

Board of Directors
Governance/Resolutions
Candidate Qualifications
Pension Trustees

OPTIMIST INTERNATIONAL OFFICES

Department Descriptions

LEADERSHIP DEVELOPMENT – Stephanie Monschein, Senior Director

Ext. 261

Leadership Development Programs
District Leadership Training
Certified Trainer Program
Educational Conferences at Convention
Learning Management System
Governor & Governors-Elect Conferences
Club materials
International Recognition
Reports
District Officer Assistance
General Assistance to Clubs
Online CRA (Adds)
Friends of Optimists
Member Recruitment Materials

Switchboard
Skills Development Modules
PDP and PGI Program
Member Services
Recognition
Travel to provide member services
Document and Process:
Member Benefits
Zone Alignments
Address Changes
Disbandments/Revocations
Reinstatements
Enrollments and Deletions

leadership@optimist.org
membership@optimist.org

Liaison:

Leadership Development Committee
Membership Committee

Staff: Charlotte Baker (Friends of Optimists & Data Entry Manager); Jamie McNiff (Leadership Development, Membership, and Club Support Administrative Manager); Heather Myers (Learning Management System Administrator); Kimberly Carroll-Bevly (Mailroom/Receptionist)

MEETING SERVICES – Ronda Vaughn, Senior Director

Ext. 205

Community Outreach
Events & Travel
International Convention
Presidential Travel
Conference/Meetings Coordination
Optimist Travel
Special Events Marketing Manager

Meetings & Conferences Services
Convention

convention@optimist.org

Liaison:

Convention Committee
Marketing Committee

DIGITAL MARKETING & MEDIA – Jennifer Bagwell, Director

Ext. 236

Membership Communication/Marketing Support
Social Networking/Social Media
International, District, & Club Marketing
Digital Media Productions
Hotline & Newsletters
Electronic Email Communications
The Optimist Magazine
PR & Media Inquiries
Brand Marketing Strategy
Front-End Webmaster Developer & Engineer

magazine@optimist.org
communications@optimist.org

GRAPHICS - Jason Cook, Creative Director

Ext. 229

Graphic Design
Print Buying
International Directory

Brand Manager
Digital Media Manager

OPTIMIST INTERNATIONAL OFFICES

Department Descriptions

PROGRAMS – Amy Keller, Senior Director

Torch Newsletter
JOI Board
JOI Convention
JOI Charters/Renewals/Revocations
JOI Club Awards/Scholarships
Community Activities
Oratorical Contest

Essay Contest
Youth Appreciation
Club Pride Report
Club Fundraising Activities
CCDHH Contest
Scholarship Administration

Liaison:

JOI Clubs Committee
Activities Committee
Oratorical World Championships Committee

Ext. 218

juniroptimist@optimist.org
programs@optimist.org

Staff: Josh Castleberry (Programs Coordinator)

FINANCE AND ADMINISTRATION – Connie Pellock, Chief Financial Officer

Corporate finance and banking
Corporate budgeting
Club dues, fees and insurance
billings, and collections
Federal I.D. numbers for clubs

Oversees:

Use of trademark
Club foundations
District budgets and audits

Expense reports
Insurance and Bonds
Licensed Club Fund Raisers
Club Fund Raising Products Licensing
Form 990 filings
Supervises Accounting

Liaison:

Finance Committee
Pension Trustees

Ext. 202

ap@optimist.org
insurance@optimist.org
accounting@optimist.org

Staff: Michele Ervin (Accounts Receivable Manager); Theresa Ovelgoenner (Senior Director of Finance); Michelle Blackburn (Foundation Accountant); Cindy Eveker (Senior Accountant)

OPTIMIST JUNIOR GOLF – Sharon Parton, Senior Director

Optimist Junior Golf Championships
Optimist Junior Tour Event
District Qualifying Tournaments
Hugh Cranford All-Scholastic Program
Junior Golf Rankings

Liaison:

Tournament of Champions
Junior Golf Committee

Ext. 207

golf@optimist.org

INFORMATION SYSTEMS - Tom Carver, Senior Director

Information Systems
Optimist Web Site

Liaison:

Technology Committee

Staff: Marcus Sheker (Information Technology Manager); Joe Dormuth (Software Developer)

Ext. 243

it@optimist.org