

LEYNA BERNSTEIN
1127 Garfield Avenue
Albany, CA 94706
(510) 381-4356

PROFESSIONAL EXPERIENCE

LEYNA BERNSTEIN CONSULTING Albany, CA
February 2009 - present

THE CBO CENTER Oakland, CA

Director of Programs

September 2006 - January 2009

- Served as first program director for start-up capacity building organization
- Increased workshop and roundtable offerings by 400% in first six months of employment
- Established the Affiliate Consultant Network, with over 50 highly qualified nonprofit experts

CENTER FOR VOLUNTEER AND NONPROFIT LEADERSHIP San Rafael, CA

Program Director

June 2003 – September 2006

- Greatly increased quantity and value of capacity building programs for nonprofits
- Managed major public events and increased attendance and income each year
- Created 13 month intensive leadership development institute for mid-career EDs

THE MANAGEMENT CENTER San Francisco, CA

Director of Consulting Services

February 2001 – June 2003

- Provided overall leadership and direction to consulting practice in the areas of Organizational Management, Human Resources, and Executive Search
- Led a team of 8 staff and 30 affiliate consultants completing over 50 engagements per year
- Provided training and management consulting services to broad range of clients

Senior Staff Consultant, Human Resources

1996 - 1998

- Started the Human Resources consulting practice
- Developed and presented Skill Builder workshops for nonprofit managers and supervisors

BERNSTEIN ASSOCIATES San Francisco, CA

Principal

1988 – 1989, 1993 - 2001

- Provided human resources consulting, recruiting and training services to businesses and non-profit organizations in Northern California.

SMITH & HAWKEN
Vice President, Human Resources & Administration
1990 - 1993

Mill Valley, CA

THE GAP, Inc.
Human Resources Manager, Manager of Recruiting Research
1989 - 1990

San Francisco, CA

THE NATURE COMPANY
Director of Human Resources
1986 - 1988

Berkeley, CA

PUBLICATIONS

Best Practices: The Model Employee Handbook for California Nonprofits
The Management Center, 1998

Creating Your Employee Handbook: A Do-It-Yourself Kit for Nonprofits
Jossey-Bass, Inc. Publishers, 2000

EDUCATION

Bachelor of Arts, *With Honors*, 1981
University of California at Berkeley

COMMUNITY AFFILIATIONS

Board of Directors, Congregation Beth El, 2008 -
Advisory Board, Jewish Partisans Educational Foundation, 2001 –
Board of Directors, Association of Fundraising Professionals,
Golden Gate Chapter, 2004 -2005
Personnel Committee, San Francisco Jewish Community Federation, 2001-2004
Board of Directors, San Francisco Jewish Film Festival, 1996-2002
Board of Directors, The Women's Philharmonic, 1994-2001
Board of Directors, DeepECo. Inc., 1996 – 1997

PROFESSIONAL DEVELOPMENT

Real-Time Strategic Planning, La Piana Associates, 2008
Chevron Management Institute, 2006
Intensive Workshop on Cultural Competency for Capacity Builders: New Research and
Implications for Practice, Alliance for Nonprofit Management, 2006
Executive Transition Management, Transition Guides, 2004
Technology of Participation, Institute of Cultural Affairs, 2003
Facilitative Leadership, Interaction Institute for Social Change, 2001
The Skill to Guide, Trainers Institute for Drucker Foundation Org. Assessment, 2001
Executive Search Institute, The Management Center, 2001
The Masterful Trainer, Interaction Associates, 1996
Arts Leadership Initiative, San Francisco Business Arts Council, 1995