



Caitlin Pontrella

Qualifications Summary

Caitlin is a seasoned Interim CEO/Executive Director and change management specialist, experienced with guiding organizations through complex change including executive transitions, financial and operational turnaround, mergers, and culture transformation. Ability to hit the ground running, perform situational assessments, operate under pressure, while supporting both staff and board in advancing critical initiatives and maintaining the interests of the community. She has been an executive leader or board leader of organizations in parks and recreation, arts & culture, education, technology, human services, and political advocacy.

Professional History

| | | |
|-------------------------------|-------------------------------------|----------------|
| Valtas Group | Consultant, Interim Executive Mgmt. | 2021 – Present |
| Eastside Human Services Forum | Executive Director | 2021 – 2023 |
| Kirkland Arts Center | Interim Development Director | 2021 |
| Shorelake Arts Council | Interim Executive Director | 2020 – 2021 |
| Parkour Visions | Executive Director | 2017 – 2020 |
| The Movement Creative | Co-Executive Director & Founder | 2021 – 2017 |

Accomplishments

- Built and successfully managed organizations up to \$6M, 35 employees, with experience overseeing operations, finance, and fundraising; served in board leadership of organizations up to \$18M.
- Led \$5.8M tech education organization through executive transition and restructuring, overseeing 40+ change management initiatives targeting improvements across finance, HR, IT, fundraising, and programs, and achieving a 32% reduction in operational costs.
- Guided board of a \$2M arts organization in addressing multiple crises including an unplanned, double - executive transition, public call out and breakdown of board-staff relationship, discovered errors and omissions, stabilizing the organization for incoming leader.
- Directed a 50-year-old organization through an executive transition, facility relocation and rebrand, and culture upheaval, rebuilding board-staff relations, implementing new policies, and establishing compliant systems for financial and operational oversight.
- As Executive Director, led an organization through turnaround in less than 2 years; conducted strategic planning and due diligence process to acquire and merge operations with another business. Managed subsequent transition.
- Led executive search for 4 organizations, guiding board on strategy and ensuring stakeholder buy-in, resulting in long term placements.
- Consulted and worked with boards to improve their governance practices – building manuals, updating bylaws, improving compliance practices, and more effectively recruiting and onboarding board members.
- Served as board president in highly visible organizations, managing political relationships, leading executive assessment, supporting merger due diligence, and guiding executive transitions.

Licenses / Education

- Society of Human Resources Certified Professional (SHRM-CP) - Society of Human Resource Management
- Certified Nonprofit Accounting Professional (CNAP) - Nonprofit CPAs Alliance
- Turnaround Management Analyst Certification (CTA) - TMA Association, Anticipated Dec 2024.
- Bachelor of Architecture, First Professional, Syracuse University

Previous Valtas Assignments

- Interim CEO, Techbridge Girls, 2023 – Present
- Interim Executive Director, On the Boards, 2022 – 2023
- Interim Executive Director, Pottery Northwest, 2021 – 2022