

**Ashley Dingle**



Wednesday, February 14, 2024

**Mr. Jonathon Hylton**  
Aurora Civic Center Authority Board  
8 E Galena, Suite 230  
Aurora, IL 60506

Dear Mr. Hylton,

I am writing to express my strong interest in serving on the Board of Directors for The Aurora Civic Center Authority (ACCA). As an ardent advocate for the arts and cultural enrichment within our community, I am compelled to contribute my skills, experiences, and passion to further ACCA's mission in promoting, operating, and maintaining expositions, conventions, theatrical, sports, and cultural activities in the City of Aurora.

As a former employee of Aurora Civic Center Authority, I have witnessed firsthand the transformative power of the arts in fostering unity, education, and community pride in the City of Aurora and far beyond. I believe that my diverse background in non profit work, live production, and event management equips me with a unique perspective that aligns with ACCA's goals and objectives.

Through my natural gift of relationship building, I continue to cultivate a network of personal and professional supporters. I am confident that these attributes, combined with my deep-rooted commitment to community service, make me well-suited to contribute meaningfully to the Board's initiatives.

Furthermore, my familiarity with the Paramount Arts Center and its integral role in enhancing the cultural landscape of Aurora further motivates my desire to serve on the Board. I am eager to leverage my skills to help ensure the continued success and growth of the Paramount Arts Center and all creative venues as a hub for artistic expression and community engagement.

Sincerely,

Ashley Dingle

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# ASHLEY DINGLE

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## PROFILE

A nonprofit professional for over 10 years with a focus in event management. Adept at managing all aspects of event planning from conceptualization to execution, including budgeting, vendor management, logistics, and team coordination. In just two years, successfully executed dozens of events ranging in size from small receptions to large-scale fundraisers, with a combined \$4 million raised.

## EXPERIENCE


### MANAGER OF SPECIAL EVENTS, UNITING VOICES CHICAGO: APRIL 2022-PRESENT

- Develop and execute the strategy for Uniting Voices' annual gala and the Ambassadors Board fundraising event, including but not limited to: soliciting sponsorship, tracking event attendees, coordinating with vendors, leading internal meetings, managing the event budget, and coordinating event marketing and communications.
- Identify key prospects for sponsorship and attendance at all organization events, and guide post-event follow-up activity.
- Lead the implementation of a suite of donor cultivation and recognition activities, including recruitment and coordination with hosts, event invitations, vendor management, and program development.
- Organize, motivate and lead volunteers to success through all organization produced events.
- Maintain event attendance data in Salesforce.
- Serve as staff representative to the Alumni Task Force and develop strategy around engaging Alumni in meaningful activities.
- Support the organization's Executive Vice President with Board of Directors meetings and special events as needed.

### DEVELOPMENT ASSOCIATE, UNITING VOICES CHICAGO: JUNE 2022-APRIL 2022

- Provided support on Development team tasks and projects including gift processing, internal and external communications, and event management.
- Cultivated donor relationships through engagement at key events. Coordinated communications with stakeholders.
- Liaised for all alumni of the organization, and functioned as staff representative for the Alumni Task Force.

### PRODUCER, WILLOW CREEK COMMUNITY CHURCH: JUNE 2010-OCTOBER 2020

- Designed services and events that appealed to our immediate and larger digital community.
  - Built an engaging, distraction-free atmosphere for main stage services with audiences ranging from 100-7,000.
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- Produced creative content including digital content for in-service screens.
- Creative writer of artistic program elements.
- Managed internal and external relationships to maintain a collaborative team environment.
- Trained and managed volunteers to deliver an impactful and distraction-free experience for our community

#### AUDIENCE SERVICES MANAGER, PARAMOUNT THEATRE: 2015-2019

- Developed and fostered the growth of over 30 customer service associates by creating training materials, providing in-person coaching in 1-on-1 and group settings, and leading daily check-ins.
- Internal and external communications across departments and with patrons and subscribers of the theatre.
- Organized daily reports for executive teams including: sales, retention and market research reports. Reconciled daily box office revenue.

#### EDUCATION

ELMHURST COLLEGE, ELMHURST IL – BACHELOR OF ARTS | MUSIC BUSINESS, 2010

#### SKILLS

Salesforce, Volunteer Management, Social Media, Audio Production, Mac and PC proficient, Microsoft, Google, Planning Center