

Professional Summary

Steven Macias serves as the Executive Director at The Blind and Visually Impaired Center of Monterey County. He is the Founder of the Monterey County Camaros Car Club, Chair of the Monterey-Salinas Transit Mobility Advisory Committee, Vice-Chair of the Measure Q Oversight Committee, a member of the Monterey County Elections Voting Accessibility Advisory Committee, and serves on the Provider and Resource Committee on the Local Aging and Disabilities Action Plan. He is a former member of the Board of Directors for California State University, Monterey Bay's Alumni Association and a former two-year Director of the Missions Trails Lions Club. Mr. Macias has over thirteen years of combined experience in high-level administrative operations in city government and non-profit industries with an additional nine years' experience in social media marketing. Mr. Macias possesses an Associate in Arts and Bachelor of Science in Business Administration with a focus on Management and International Business.

Skills and Competences

- Correspondence
- Database Management
- Editing and Proofing
- Email Marketing Campaigns
- Event Management
- Microsoft Office (Excel, Outlook, PowerPoint, Publisher, Word)
- Interpersonal Communication
- Social Media Marketing
- Time Management

Education

Leadership Monterey County, 2022 Cohort

California State University, Monterey Bay

Bachelor of Science, Business Administration, May 2012, *Management, and International Business Emphasis*

Monterey Peninsula College

Associate in Arts, Business Administration, December 2010

Experience

Executive Director at The Blind and Visually Impaired Center of Monterey County, Inc.

March 2020 – Present; Full-Time 40+ Hours per Week

- Serve as the HIPAA Compliance Officer.
- Successfully develop, implement, and maintain procedures and guidelines that support the mission of The Blind and Visually Impaired Center.
- Ensure sound financial practices and procedures are followed including audit and other evaluation processes that maintain accurate and up to date financial records.
- Develop the annual budget in cooperation with the Board of Directors.
- Lead The Blind and Visually Impaired Center in obtaining funding from a variety of fundraising strategies including individuals, planned-giving, events, earned income, community groups and grants.
- Manage human resource related functions, including implementing recruitment, evaluations, conflict resolution and risk management; ensure human resource practices are in place.
- Engage and maintain working relations with community groups, funders, and strategic partners to promote the goals of the Center and its clients.
- Provide support to the Board of Directors in developing policies, priorities, and advancing committees.
- Major accomplishments include:
 - Exceeded budgeted unsolicited donations.
 - Hired additional staff members and recruited volunteers to assist with workload.
 - Transitioned to new service providers resulting in a significant decrease in expenditures.
 - Expanded the Center's presence into Salinas and Salinas Valley through outreach and promotion.
 - Sourced and onboarded highly reputable board members.
 - Opened second office in Salinas, California through Alliance on Aging's HUB Project.
 - Oversaw complete office renovations of Pacific Grove office.
 - Implemented several successful programs such as fitness classes, art classes and support groups.
 - Secured grant funding from the Department of Rehab for fiscal years 2021 to 2027.
 - Began bi-annual publication of newsletter and fundraising letter.
 - Secured third location in Soledad, California for support groups and braille classes, allowing the Center to host such groups and classes within a 30-minute drive time in most of Monterey County.

Executive Administrator to the CEO at WeatherTech Raceway Laguna Seca

July 2019 – November 2019; Full-Time 40+ Hours per Week

- Proactively managed, assessed and predicted day-to-day needs of the CEO to ensure he was prepared and organized for all internal and external meetings and events.
- Managed heavy calendaring through Outlook, monitored and managed emails for the CEO.
- Managed all travel, including hotel, car, credentials, activities, and expenses for the CEO.
- Served as the liaison for the Sports Car Racing Association of the Monterey Peninsula (SCRAMP) Board of Directors, Directors, staff, sanctioning groups, promoters, County and State officials and other entities.
- Served as the Monterey County liaison for track improvements, IT, telecommunications, and other needs.
- Planned and fulfilled all Board of Governor and Director meetings, orientations, meeting collateral preparation, including taking minutes, IT, and telecommunications set-up, and follow up correspondence.
- Managed human resource duties as assigned, including writing job descriptions, posting and monitoring jobs, conducting preliminary interviews and handling all confidential information.
- Coordinated the CEO's VIP guest suites during events, including issuing invitations, arranging for tickets, and parking, and interacting with VIPs to ensure highest quality experience during visit.

Senior Administrative Assistant at James Martin Center for Nonproliferation Studies

May 2019 – July 2019; Full-Time 40+ Hours per Week, 3-Month Contract

- Ensured effective and efficient operations of the office, including coordination and training of graduate assistants at the front desk; provided essential administrative services to senior leadership.
- Managed supplies inventory, office equipment, and oversaw the maintenance of common areas and the overall physical plan of the Monterey office.
- Managed calendars through Outlook and Live25, mailing lists, and schedules for the Director.
- Made travel arrangements for speakers and staff including booking hotels, flights, and ground transportation.
- Served as the main contact for Facilities and Custodial Services, Public Safety, Media, and Event Services.
- Liaison with the Middlebury Global Operations Committee; participated in monthly conference calls.
- Analyzed large amounts of recorded data based on Oracle entries; prepared weekly salary and non-salary balance reports and other critical financial reports for 30-40 grants and contracts.

Chief of Staff and Programs at The Panetta Institute for Public Policy

January 2015 – February 2019; Full-Time 40+ Hours per Week

Previous Positions: **Program Coordinator** (April 2017 - April 2018)
 Office Manager and Associate Program Coordinator (January 2017 - April 2017)
 Office Manager (October 2015 - January 2017)
 Administrative Assistant (January 2015 - October 2015)

- Managed day-to-day operations of the Panetta Institute office and directed 30 full-time and part-time staff for the successful production of Monterey County Reads, Leon Panetta Lecture Series, Hart Research Survey, Leadership Seminar, Congressional Internship Program, Law School Fellows Research Program and Jefferson-Lincoln Awards.
- Provided essential administrative and technical support to the Chairman and Co-Chair and CEO.
- In coordination with the Chairman, Co-Chair and CEO and employment law attorneys, updated employee policy manuals, procedures manual and implemented new labor law practices.
- Proofed letters, email messages, reports and documents drafted by staff needing the Chairman or Co-Chair and CEO's signature prior to submitting.
- Updated and maintained databases of incoming contributions, in-kind donors and sponsorships for Panetta Institute programs; handled personal and confidential information with high level discretion.
- Proofed and submitted bi-weekly payroll for all staff and finalized timecards for the Co-Chair and CEO's signature; created monthly staff time allocation reports; proofed weekly bank deposits.
- Assisted the Chairman and Co-Chair and CEO in facilitating effective decision making and acted as an adviser to the Chairman and Co-Chair and CEO, senior staff, and Panetta Institute professors.
- Performed heavy data entry and management for Panetta Institute programs and general mailing databases through Excel databases and FileMaker Pro.
- Sorted potential job candidates via resume; conducted phone interviews; conducted in-person interviews; trained new staff on front and back-office procedures.
- Monitored supply inventory and re-ordered supplies, managed office equipment and software.

Social Media Marketer at Mesa del Sol Vineyards

August 2011 – January 2019; Part-Time 2+ Hours per Week

- Developed newsletters through use of Vertical Response and maintained up-to-date contact information of clients and inquiring individuals through Excel database management.
- Employed a variety of social media marketing strategies including use of Google Places, Bing Business Portal, Facebook, Yahoo! Local, and Yelp.
- Assisted with inventory of wine including transportation of wine to storage locations.
- Provided the owner of Mesa Del Sol Vineyards with graphic design and assisted with projects as assigned.

Office Assistant at City of Monterey

April 2014 – February 2015; Part-Time 20+ Hours per Week

- Proofread for errors in typing, spelling, and punctuation; performed editing of documents, reports, schedules, and budgets.
- Maintained official records and ensured compliance with local, federal, and state regulations.
- Performed routine clerical work; answered phones, used various computer software to prepare correspondence, maintained official records and monitored and analyzed financial reports.

Marketing Intern at Smith Micro Software, Inc.

July 2014 – October 2014; Part-Time 25+ Hours per Week, 3-Month Contract

- Provided support for marketing campaigns for the product line of graphic software products through social marketing channels including Facebook, Twitter, DeviantArt, YouTube, Tumblr, and Pinterest.
- Performed in multiple areas of social media marketing, content creation and partner relations.
- Developed content for blog creation and distribution for Smith Micro Software Inc.
- Assisted in artist and affiliate sourcing and relations.

Executive Administrator at Oldtown Salinas Association

August 2011 – December 2013; Part-Time 25+ Hours per Week

Previous Positions: Assistant to the Executive Director

(February 2012 - July 2012)

Policy and Information Systems Intern

(August 2011 - February 2012)

- Assumed receptionist duties, greeted public and referred them to appropriate city staff members, answered phones, routed calls, and took messages.
- Assisted the Executive Director in the writing of projects including projections, budgets, reports, board minutes and request for proposals.
- Kept Oldtown Salinas Association's information comprising of Excel databases, Constant Contact, Facebook, Microsoft Outlook, and webpage up to date.
- Prepared quarterly newsletters and weekly email blasts through Constant Contact.
- Worked with the Environment and Design Committee, Economic Development Committee, Events Committee, Parking and Traffic Committee, Promotions and Marketing Committee, and the Oldtown Salinas Foundation to develop and maintain positive relationships with property owners; developed innovative programs and campaigns to attract new businesses.

Graphic Design and Marketing Consultant at Healthy Crafts

July 2011 – April 2012; Part-Time 20+ Hours per Week

- Designed graphics and images for the Healthy Crafts website, labels, brochures, and marketing campaigns.
- Launched guerrilla marketing campaigns which led to increased awareness of the company as demonstrated through amplified phone calls and website traffic.
- Provided consultation for the start-up business in functional areas of marketing strategies, database management and product line expansion.

Recreation Leader at City of Monterey

July 2005 – June 2012; Part-Time 8+ Hours per Week

- Led in both group and individual settings providing direction in recreational activities in soccer, football, basketball, and baseball directly working with the City of Monterey Sports Coordinator, Recreation Specialist and City employees.
- Provided safety and support in City events including the Monterey Christmas Tree Lighting, Fourth of July Parade, Art in the Park, and Easter Egg Hunt.
- Head coach and assistant coach to over 170 teams.

Recreation Leader at Monterey Sports Center

March 2009 – January 2012; Part-Time 8+ Hours per Week

- Provided individual and group instruction, supervision, and guidance in a sports camp program at the Monterey Sport Center working closely with the Monterey Sport Center Sports Coordinator, Monterey Sport Center employees and Co-Op Work Experience.
- Created and implemented camp games and activities which proved highly responsive to camp attendees.

Program Leader at Monterey Peninsula Unified School District – After School Academy

August 2009 – May 2011; Part-Time 8+ Hours per Week

- Tutored individuals with homework and carried out lesson plans implemented by Monterey Peninsula Unified School District (MPUSD).
- Created a healthy and safe learning environment for students' grades Kindergarten to Fifth.
- Held Activity Supervisor Clearance Certificate through California.

Recreation Leader at City of Seaside

November 2007– June 2009; Part-Time 8+ Hours per Week

- Provided group and individual leadership in after school activities, sport programs, and youth camps for Fall, Winter, and Spring breaks.
- Successfully increased individual test and homework scores as reported by their teacher.
- Assisted directly with the City of Seaside Sports Coordinator and led a variety of stretches, warm-ups, practices, and taught the fundamentals of the given sport.
- Head coached several teams with highly respectable win to loss ratios.

Organizations

Local Aging and Disabilities Action Plan Providers and Resources Committee

October 2023 – Present

- Member of the Providers and Resources Committee as part of the Advisory Council for one of fifteen State funded Local Aging and Disabilities Action Plan Committees

Member at Monterey County Elections Voting Accessibility Advisory Committee

May 2021 – Present

- Member of the Monterey County Elections Voting Accessibility Advisory Committee.

Vice-Chair at Monterey-Salinas Transit Measure Q Oversight Committee

July 2021 – Present

- Vice-Chair of the Measure Q Oversight Committee.

Chair at Monterey-Salinas Transit Mobility Advisory Committee

July 2020 – Present

- Chair of the Monterey-Salinas Transit Mobility Advisory Committee.

Founder at Monterey County Camaros Car Club

March 2019 – Present

- Founder of Monterey County Camaros Car Club.

Two-Year Director at Mission Trail Lions Club, Lions Club International

July 2020 – June 2022

- Two-Year Director of the Mission Trails Lions Club, Lions Club International.

Board Member at California State University, Monterey Bay Alumni Association

July 2019 – March 2020

- Member of the Board of Directors for California State University, Monterey Bay Alumni Association.
- Chair of the Finance Committee.

Committee Chair at The Second Annual Salinas Valley Food and Wine Festival

May 2012 – October 2012

- Committee Chair of permits and vendors at the Second Annual Salinas Valley Food and Wine Festival.

Junior Pee Wee Head Coach at Seaside Raiders, Monterey Bay Youth Football League

August 2008 – December 2008

- Junior Pee Wee Head Coach at Seaside Raiders, a part of the Monterey Bay Youth Football League.
- Awarded Coach of the Year for 2008 season.

Publications

Monterey County Weekly

March 2025

- *The Blind and Visually Impaired Center is Set to Help More People at New Salinas Clinic*

Carmel Pine Cone

July 2024

- Featured article for Healthy Lifestyles – *Navigating – and Thriving In – A World They Can't See*

Monterey County Weekly

August 2021

- Featured article for Car Week 2021 – *Flexing Its Muscle*

California State University, Monterey Bay

October 2018

- Featured alumni, California State University, Monterey Bay Alumni Magazine Class Notes

Recommendations and References

"It was a pleasure having Steven work on the Pharmaceutical Take Back Program as a CSUMB Service-Learning Institute volunteer at The Sustainability Academy the spring of 2011. He grasped complex issues quickly and formulated viable, creative solutions. Steven was always prompt, professional, and dedicated to the mission to serve the community. I expect he will have a very successful career!"

— **Karen Harris**, *Community Relations Specialist, Monterey Regional Water Pollution Control Agency*, advised Steven at California State University-Monterey Bay

"Steven Macias is a determined and headstrong individual who is very time efficient and strives for perfection. He stays well informed of current business trends and topics and goes above and beyond the required work. He has excellent oral and written communication skills as showcased in his papers and presentations for the Human Resource Management course I had the pleasure of being his instructor. I am confident that Steven would be a valuable asset and make significant contributions to any organization that he joins."

— **Rico Horca**, *Lecturer, California State University, Monterey Bay*, taught Steven at California State University-Monterey Bay

"Steven is a motivated and energetic student who has excellent oral and written communications skills. He has a drive to learn and is constantly updating himself with the latest information in his field. He works really well in a team setting in a leadership role."

— **Sanjay Lanka**, *Faculty, California State University, Monterey Bay*, taught Steven at California State University-Monterey Bay

"Steven is not afraid to reach for something new, to create an opportunity and to set his own course to success."

— **Jon Mikkelsen**, *Business Instructor, Monterey Peninsula College*, taught Steven at Monterey Peninsula College

"Steven Macias is a very intelligent and focused individual, with many interests. He is an avid reader and stays well informed on a variety of topics. I believe Steven will be a very effective employee, partner, or manager due to his friendly, perceptive, organized and determined character."

— **Susan Morse**, *Educator, California State University, Monterey Bay*, taught Steven at California State University-Monterey Bay

"Steven is a focused young man. He is a team player, has personal integrity, and perseveres. He has mental quickness and strong presentation abilities. He plans ahead, is coachable, and motivates those around him. His personal attributes align with those that make for a success in business. His work is thoughtful and focused. He is a quick study."

— **Lou Panetta**, *Instructor, Strategic Management, Entrepreneurship, California State University, Monterey Bay*, taught Steven at California State University-Monterey Bay

References

Available Upon Request