# Joseph M. Donovan

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# Summary of Qualifications and Experience

Over 29 years of proven leadership, financial management, training & development, human resource management, recruiting/retention, & post secondary education instruction. A verified record of success in both, private, and military sectors, supporting business, and military contingency operations on domestic soil, and foreign shores. Security Clearance: TS/SCI

**University of South Dakota: Instructor of Management/Adjunct Instructor 2022-2023**

* Teaching 100 – 500 level courses in HRM and Business Administration
* Created Syllabus and lesson plans for 6(100- 500) level courses
* Co-faculty advisor of USD SHRM Club
* Assisting in the advancement of curriculum of HRM within the Beacom School of Business

**Fusion Cell: Senior Recruiting Operations Coordinator 2022-2023**

* Worked directly for the Vice President of Strategy and Recruiting
* Built a strategic sourcing department for this Military Transition Staffing Start Up Company
* Key to monetizing the Sourcing Department to multi-million dollar revenue
* Created the training plan for the sourcing department
* Piloted and Onboarded 5 monetized platforms for sourcing to include within the cleared space
* Assisted in the inception of GovCon projects for Fusion Cell to include key manpower lift to

 Romania on assist to Ukraine.

### Iowa Air National Guard (ANG)/United States Air Force (USAF) 1995-2022

 **185th Air Refueling Wing, Command Chief Master Sergeant**

* Advises the Wing Commander (CEO) on all matters influencing health welfare, morale, readiness, and effective utilization of Wing personnel within this KC-135R platform air refueling wing.
* Ensures development of the force within this 1,000 member aviation organization.
* Provides guidance in strategic planning, risk management, sustainment, capability, budget, facilities, equipment, organizational climate, resilience, quality, and accountability.
* Ensures proper communication flow of intent, vision and mission.
* Leads people, ensures pride and attention to detail.

### Iowa Air National Guard (ANG)/United States Air Force (USAF)

**Mission Support Group Superintendent, Chief Master Sergeant**

* Provided management and oversight to 380 members within 7 agencies (security forces, personnel, services, logistics, contracting, civil engineering, and fire department)
* Ensured training, development, morale and resiliency for team set.
* Primary manager for Innovation, contracting and acquisition collaboration oversight for $2M innovation monies.
* Human Asset builder, architect assist to two State Partnership program developments and two joint exercises with Kosovo security forces and Army in Kosovo.

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###  Financial Management and Comptroller Superintendent, Senior Master Sergeant

* Provided supervisory oversight and accountability management for a $51.7M annual payroll, and annual operational and maintenance expenditures of $18M.
* Served as the direct supervisor to the military pay technician, civilian pay technician, two travel pay technicians and the accounting liaison officer, as well as part time customer service technicians.
* Created performance appraisals, training platform, and military mobility and contingency preparations with employees under charge.
* Analyzed accounting reports and financial data to identify trends for evaluating effectiveness and efficiency.
* Performed as Primary Agency Program Coordinator (APC) for the CITIBANK government travel card program.
* Subject matter expert and liaison for management internal control toolset, coordinated with eight 12 person units providing internal controls.

**Professional Development Manager, Masters Sergeant (SD-6 Proficiency Pay)**

* Planned, created, and led the 185th Air Refueling Wing retention office fiscal and educational incentives, progression planning, force management, through the use of sales and business growth techniques, metric usage, and accountability tracking.
* Managed, contracted and audited $24M in bonus, educational incentive, and student loan repayment program, as well as marketing and travel budget funding. On-boarded, counseled, and indoctrinated 380 individuals into a 1,000+ organization.
* Managed, contracted, & audited $1M in aviation continuation pay (ACP) as the ACP coordinator.
* Served as the Direct Supervisor to the Assistant Retention Office Manager, and managed 23 unit career advisors on the 185th Air Refueling Wing.
* Established multiple post-secondary and department of education partnerships within the tri-state, provided outreach and created training platform and liaison activities connecting the state, and regional veteran affairs office and local educational administrators resulting in strong programs for Iowa veterans. Active member of the Advisory Council on Military Education for the state of Iowa.
* Re-Engineered 4 administrative and operational best practices methods, utilized Continuous Process Improvement Methodology (CPI) that formed the basis for Air National Guard policy.
* Created several training curriculum for unit career advisors, full time supervisors and flight chiefs in this aeronautical organization across a broad range of disciplines, including force management, leadership and diversity training, as well as benefit liaison activities.

##  Retention Office Manager

* Managed, contracted, and audited $24M in bonuses, educational incentives and student loan repayment program.
* National member of the Air National Guard Force Support Field Advisory Council, tasked to create and advise in matters of change management and best practice creation.

##  Financial Management/Financial Services

* Served as the comptrollers pay and entitlement knowledge expert annually executing payments in excess of $51M in personnel accounting monies.
* Provided direct customer service achieving a 4.9 on a 5 point scale for customer satisfaction.
* Served as financial manager and accounting liaison officer for NATO AWACS mission Geilenkirchen Germany, ensured vendor payments properly supported to allow manpower and equipment to support the function of refueling missions in NATO airspace.

### Briar Cliff University/Western Iowa Technical Community College 2010-2013

**Adjunct Professor**

* Successfully created syllabi, and lesson plans for 5 different 200-400 level HR and business administration courses.
* Advised Briar Cliff University business department chair, and continuing education director on the direction for the new Masters in Management.
* Partnered with BCU marketing team to create materials for both the graduate management certificate and the Masters of Arts Human Resource Management.
* Taught 200+ students Management, Strategic HRM, Compensation Platforms, Human Resource Management and General Management

## Education

### Briar Cliff University, Sioux City Iowa May 2010

Masters of Arts, Human Resource Management, GPA: 3.79/4.0

### University of South Dakota, Vermillion, South Dakota May 2004

Bachelors of Science, Psychology, Philosophy GPA: 3.69/4.0

### Community College of the Air Force, Maxwell AFB Alabama April 2004

Associate of Applied Science, Financial Management

### Community College of the Air Force, Maxwell AFB Alabama Feb 2012

Professional Management Certificate

## Special Qualifications

## Middle East and South Asia, A Political-Economic Conflict Seminar

China, Russia & North Korea Seminar, A Political-Economic Conflict Seminar

Transnational Issues Seminar

Continuous Process Improvement for Executives

AMC Nuclear Leadership Course

Reserve Component National Security Course

Senior Enlisted Joint Professional Military Education Course I and II

Department of Defense, Financial Management Certification Level III