

# Meet Catherine (Cathy) Donaldson

## Director of Operations



Education: DePauw University, B.A.  
Affiliation: Delta Gamma  
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The director of operations is responsible for overseeing and enhancing business operations. This work includes, but is not limited to, improving revenue streams, monitoring receivables and supporting event management.

Specifically, Catherine is responsible for:

- Developing and executing growth strategy for the partnership program.
- Managing the NPC Store and related revenue/royalty streams.
- Managing use and approval of branded items and trademarks.
- Managing account receivables and refining associated processes for NPC and the NPC Foundation.
- Collaborating with the accountant on bookkeeping and audit preparations.
- Managing all vendor contracts and conducting an annual review for possible cost savings.
- Supporting the NPC Foundation giving programs.
- Managing NPC data and directory information.
- Serving as office manager to oversee office space, supplies and equipment.
- Monitoring the annual reporting process for member organizations.
- Assisting with the execution of the awards program through procurement and shipping of hardware and certificates.
- Attending and presenting at meetings/workshops related to the work of NPC.

Top five strengths according to StrengthsFinder assessment:

- Harmony
- Individualization
- Learner
- Input
- Positivity