



George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Citizen's Consumer Advisory Council:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Adam Shapiro, 37 Wells Avenue, Croton-on-Hudson, New York as a member of the Westchester County Citizen's Consumer Advisory Council, for the term April 2, 2024 to December 31, 2025.

Given under my hand  
and seal this 2<sup>nd</sup> day  
of April, 2024.



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George Latimer  
County Executive

Office of the County Executive

Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

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**George Latimer**  
County Executive

April 2, 2024

Mr. Adam Shapiro  
37 Wells Avenue  
Croton-On-Hudson, NY 10520

Dear Mr. Shapiro,

It is my pleasure to appoint you to serve as a member of the Westchester County Citizen's Consumer Advisory Board, effective today, Tuesday, April 2, 2024, This appointment is for a term to expire on December 31, 2025.

Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office within 30 days, either by appearing at the County Clerk's office or mailing the signed and notarized form to our office.

When you have filed your Oath of Office, a Resolution to confirm your appointment will be submitted to the County Board of Legislators. As part of the confirmation process, you may be called before the Board to be interviewed. Please contact the Consumer Protection Office at (914) 995-2163, for the date, place, and time of the upcoming meeting for your participation.

Pursuant to Local Law, as a member of a Westchester County Board and/or Commission, you are responsible for adhering to the requirements of our Code of Ethics.

Warmest wishes for a successful tenure.

Very Truly Yours,

George Latimer  
Westchester County Executive

GL/ts

cc: Honorable Board of Legislators  
Jim Maisano, Director, Consumer Protection  
Joan McDonald, Director of Operations

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**ADAM SHAPIRO**  
adamshapiro18@gmail.com | (516) 382-0944

## Profile

An energetic, motivated and highly dynamic person with strong working skills and a broad range of hands-on and theoretical experience ranging in many areas. Experience with fundraising and having the necessary personality, commitment and drive to succeed. Expert in project management. Highly articulate, demonstrating excellent interpersonal and writing skills. Strong management skills and methodical aptitude with innate analytical capabilities.

## Career Specifics

**American Jewish Committee Office of Resource Development  
Manager, Prospect Research**

August 2019 - Present

- Preparing detailed and up-to-date briefing reports on new and recurring \$25K-\$10M prospects and/or groups of prospects, as well as their businesses and/or foundations, for lay leaders, AJC's CEO, Development staff, and other solicitors in advance of meetings, in order to obtain optimal outcomes.
- Proactively identifies new individuals, corporations, and foundations, both nationally and internationally in support of AJC's annual mid-eight figure campaign. Regularly meets with senior fundraising staff to review new prospects, and discuss next steps.
- Developing and implementing new and novel pro-active database screening techniques to build and grow the prospect pool.
- Developing and leading all Prospect Research and Management processes and systems, including the creation and implementation of policies for prospect assignments and moves management, implementing a systematic approach to research that continues to define and build the prospect pool.
- Providing leadership and direction to the Prospect Research and Management team and conduct quarterly and annual performance reviews.
- Advising Development Staff in the strategic management of prospect relationships; advice and train staff on recording and reporting on these interactions.

**Senior Associate, Prospect Research**

May 2019 - July 2019

- Completed prospect research profiles for AJC's Senior Director of Development.
- Managed work with help of standard research techniques and screened profiles for prospective donors.
- Evaluated information and edited data for various comprehensive profiles.
- Coordinated with development directors and developed fundraising strategies and identified required prospects.
- Performed research on prospects through various newspaper and journals.
- Maintained information on all prospective donors, prepared a database for major donors.
- Ensured compliance to all standards and guidelines.

**Senior Associate, Resource Development**

October 2017 - April 2019

- Implemented protocols to steward Community Campaign donors, a group of approximately 20,000 donors that contribute to AJC on a yearly basis.
- Coordinated and strategized with development team to identify and solicit prospective donors.
- Developed research reports and prepared donor biographies.
- Maintained and updated donor records in Raiser Edge and prepared reports.
- Administered work of wealth screening projects and prepared various screening tools.

**Weill Cornell Medicine Office of External Affairs  
Development Officer**

New York, NY  
August 2016 - September 2017

- Managed the Children's Health Council, a group of 32 volunteer leaders committed to supporting children's health research. Planned and executed three Executive Committee meetings, and three cultivation events a year to raise awareness.
- Developed prospect acquisition and retention plans for 130+ prospects, and raised over \$240K to support Weill Cornell, clinical, educational, and research initiatives.
- Conferred weekly with faculty in the Departments of Pediatrics, Medicine, and Surgery. Identified and reviewed contacts for potential gifts.
- Drafted acknowledgement letters on behalf of faculty to donors of \$10K and above.
- Stewarded special gift prospects and donors (\$25,000 - \$100,000).
- Monitored stewardship activities for special gift contributions, implementing reporting schedules and recognition events.

**Harvard T.H. Chan School of Public Health  
Office for External Relations  
Executive Assistant**

Boston, MA  
March 2015 - July 2016

**Nassau County Democratic Committee 21st AD  
Committeeman, 21st AD**

East Rockaway, NY  
July 2013 - February 2015

## Education & Professional Development

### *Education:*

State University of New York at Oneonta May 2012  
**Bachelor of Science in Political Science**  
▪ GPA 3.57  
▪ Graduated Cum Laude

### *Professional Development:*

Association of Professional Researchers for Advancement (APRA) May 2023 - Present  
▪ Member  
▪ APRA Prospect Development 2023 Attendee

## Core Competencies

- Extensive experience of organizing and conducting fundraising events.
- Identified, cultivated, and solicited gifts at the five-figure level.
- Developed, wrote, and presented proposals to donors based on their philanthropic interests.
- Expert ability in managing data and maintaining accounts.
- Eloquent communication, convincing and negotiation skills.
- Assisted in the development of new & existing fundraising participants and clients.
- Facilitated clients fundraising efforts by utilizing effective fundraising techniques, and online fundraising.
- Helped with the recruitment of donations and funds to be used for upcoming programs and campaigns.
- Able to perform relevant research to identify available prospect opportunities and evaluate the results.
- Able to oversee if the prospects are implemented according to the operational and financial needs of the organization.
- Analysing the budget trends and making recommendations for cost control and reduction for various grants.
- Provide detailed reports to the funders and the board of directors with respect to the organization's progress.
- Understand all legal, regulatory, information security and compliance requirements.
- Coordinated with administrative duties and tasks related to upcoming fundraising programs.
- Maintaining a calendar of events for effective long term planning & management.
- Supervising & coordinate the activities of personnel, subcontractors & vendors.
- Proven aptitude for dealing with customer complaints.
- Comprehensive understanding of project management methodologies.
- Ability to manage operations within budgetary constraints.
- Provided a stabilizing influence and promoted an excellent environment conducive to increasing efficiency, enhancing quality and strengthening financial results.

## Communication

- Dealing professionally with a wide range of people including management, executives, etc.
- Fluency in written and spoken English.

## Technical Skills

- Proficient in MS office
- LexisNexis, Raiser's Edge, Blackbaud, iWave, Advance, SPSS

*Reference Available on Request*

**COUNTY OF WESTCHESTER  
OATH OF OFFICE**

**For Appointees to County Boards and Commissions**

STATE OF NEW YORK )  
 ) ss.:  
COUNTY OF WESTCHESTER )

I, Adam Shapiro do solemnly swear (or affirm) that I will support  
(Print or Type Name)

the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Westchester County Citizen's Consumer and for the  
(Print or Type Board Name) Advisory Board

County of Westchester, according to the best of my ability.

Date: 4/15/24 Adam Shapiro  
(Signature)

Sworn to and subscribed before me this 15<sup>TH</sup> day of APRIL,  
2024.

Anthony Bozzat  
(Signature)  
ANTHONY BOZZAT  
(Print or Type Name)  
NOTARY PUBLIC

Anthony Bozzat  
NOTARY PUBLIC, STATE OF NEW YORK  
REGISTRATION NO. 618042706  
QUALIFIED IN ROCKLAND COUNTY  
COMMISSION EXPIRES 03/31/25

(Title of Official Administering Oath)

Mail original Oath of Office to Office to Andrew Ferris, Office of the County Executive, 148 Martine Ave., Room 916D, White Plains, NY 10601 for filing within thirty (30) days of the commencement of the term of office or the notice of appointment.