

CFD STAFF ROLES

Who Does What?

SPECIAL PROGRAMS DIRECTOR

Stephanie Horn

Stephanie Horn



In charge of the Special Programs Division within the Office of the Secretary of State. The division houses the Address Confidentiality Program (ACP), the Combined Fund Drive (CFD) and the Productivity Board.

Contact Stephanie if you need help with:

- SOS availability for events communications with elected officials, budgetary spending and overall program changes
- Budgetary spending and overall program changes
- Secretary of State policies
- Contacting agency leadership

stephanie.horn@sos.wa.gov

360-704-5252

CFD PROGRAM MANAGER

Randy Ryan

Randy Ryan



The CFD Program Manager assists the Special Programs Director in running the CFD. The position also backs up CFD personnel and establishes connections with community charities.

Contact Randy if you need help with:

- Inquiries on statistics associated with your agency's CFD campaign
- Quarterly disbursement of money
- Issues with Ethics Board rulings
- Ad Hoc reporting issues

randy.ryan@sos.wa.gov

360-704-7145

MARKETING MANAGER

Philip Kerrigan

Philip Kerrigan



Responsible for the promotion of the Combined Fund Drive to state employees, volunteers and charitable organizations. Also helps train volunteers and meets with community charities.

Contact Philip if you need help with:

- Publications and marketing materials associated with the CFD
- Volunteers and county committees
- Requests for state CFD presence at fundraising events
- Website requests

philip.kerrigan@sos.wa.gov

360-704-7148

DEVELOPMENT DIRECTOR

Kelsey Hulse

Kelsey Hulse



As the Development Director, Kelsey is responsible for seeking out and developing relationships with community partners, including businesses, community groups and local non-profits. She also develops strategic plans and assists with writing and PR efforts.

Contact Kelsey if you need help with:

- Sponsorship requests for fundraising events
- Requests for in-kind donation items for specific events
- Printer cartridge recycling program

kelsey.hulse@sos.wa.gov

360-704-5212

CFD STAFF ROLES

Who Does What?

IT SPECIALIST



Don Quach



Much more than an IT Specialist, this position helps support the state CFD staff during events that call for technical assistance, and participates in meetings with stakeholders to best facilitate IT needs.

Primary Duties:

- Provides technical support
- Works to enhance overall usability for volunteers, charities and donors of the CFD
- Assists with specific report managing
- Assists with reconciliation and disbursement of funds
- Works with OSOS IT staff to integrate solutions across multiple web servers

ADMINISTRATIVE ASSISTANT



Dawn Sanquist



Much more than an administrative assistant, this position answers phone calls from donors, addresses system problems for all participants in the CFD, has a presence on county committees and assists in daily operations of the CFD.

Contact Dawn if you need help with:

- Questions regarding donation accounts
- General questions regarding volunteers
- Charity applications
- Inquiries regarding reimbursement for fundraising events
- General CFD inquiries

dawn.sanquist@sos.wa.gov

360-704-7143

PROGRAM SPECIALIST



Heather Lucas



Works with OSOS finance department and IT staff on crucial issues such as charity disbursements and back-end system problems.

Contact Heather if you need help with:

- Reconciliation and payroll contribution issues
- Specific reporting questions
- Disbursement of money to charity
- Issues with quarterly disbursement reports

heather.lucas@sos.wa.gov

360-704-7144

Contacting the Combined Fund Drive

Address:

Combined Fund Drive
6880 Capitol Boulevard S.
PO Box 40250
Olympia, WA 98504-0250

Phone:

360-704-7143

Email:

cfid@sos.wa.gov

State CFD office hours:

Monday - Friday 8am to 5pm