

## DIANE ALTMAN DAUTOFF

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A seasoned consultant with more than 20 years of expertise. Eighteen years of management experience including all aspects of staff and program management and oversight. Skilled in process improvement, project management, strategic planning, and team building (community-based and within organizations). Extensive knowledge and application in the areas of leadership development, needs assessment, facilitation and training. Proven ability to bring people together, drawing on strong communication and analytical skills to move effectively from concept to tactical planning and successful implementation.

### CORE CAPABILITIES

- ❖ *Facilitation*: designing and leading large and small group processes that result in successful decision making by participants.
- ❖ *Strategic planning*: facilitating organizational adoption of vision, mission, and strategic goals, assessing the environment, analyzing feasibility of strategic options and assessing implementation
- ❖ *Training*: presenting information on organization change, team building, project management and leadership development in both academic and organizational/client-specific settings.
- ❖ *Team leadership*: developing individual and team-based skills, clarifying roles and responsibilities, and fostering communication, decision-making and collaborative consensus building
- ❖ *Project Management*: organizing and leading small and large projects to completion on time, on track, on budget and within agreed upon scope.
- ❖ *Quality improvement*: designing and implementing quality improvement projects including team leadership development, facilitation of QI training.

### KEY CONSULTING ENGAGEMENTS

- ❖ Facilitator of various organizational staff and Board retreats for nonprofits, local government, and healthcare organizations
- ❖ Strategic Planning projects with nonprofit organizations including a project with a nine branch county library system, which included public meetings with community, key stakeholder, staff, and board participation
- ❖ Designed and managed more than 20 large-scale process-focused meetings around the United States, varying in size from 300 to 3,000 participants
- ❖ Consultant for organizational assessment, analysis, and development of integration recommendations regarding best practices of parallel departments within statewide non-profit health maintenance organization.

## Professional Experience

❖ <i>Diane Altman Dautoff Consulting</i>	2014-present	Owner
❖ <i>Qualis Health</i>	2012- 2014	Senior Consultant
❖ <i>Diane Altman Dautoff Consulting</i>	2011-2012	Owner
❖ <i>MCCP Healthcare Consulting</i>	2005-2010	Managing Consultant
❖ <i>Diane Altman Dautoff Consulting</i>	1999 – 2006	Owner
❖ <i>Group Health Cooperative</i>	1983 – 1998	1996-1998      Manager, Complex Complaints & Appeals 1994-1996      Regional Coordinator, Clinical Quality Integration 1988-1993      Clinical Director, Hospice Program 1986-1988      Administrative Analyst for East Region Vice President 1983-1988      Manager, Social Work Department, Eastside Hospital

## EDUCATIONAL EXPERIENCE/PROFESSIONAL AFFILIATIONS

❖ <i>Doctor of Education (EdD)</i>	Pepperdine University
❖ <i>Master of Social Work</i>	University of Washington
❖ <i>Bachelor of Science</i>	University of Washington
❖ <i>Senior Consultant</i>	Community Consulting Partnership
❖ <i>Member, Chair</i>	Leadership Tomorrow Alumni Committee