**MELANIE GORMAN**

**Front Office Concierge**

Melanie Gorman serves as front office concierge and is the first point of contact for the William Davidson Foundation. She welcomes and directs all Foundation guests, manages various office administrative requests, and is an active contributor to the Foundation’s administrative team.  Melanie provides daily support to the office manager, ensuring day-to-day operations, facilities management, and office services all function effectively. Melanie also contributes to planning Foundation staff events, assists with the Foundation’s archive project, and is also responsible for the ongoing maintenance and organization of the Foundation’s customer relationship management (CRM) system.

Prior to joining the Foundation, Melanie served as the executive assistant to the COO and Executive VP at JVS Human Services. She was interim Executive Assistant to the Executive Director of the Max M. & Marjorie Fisher Foundation, as well as assistant to Florine Mark, former President and CEO of The Weight Watchers Group, Michigan.  Melanie also served as the membership engagement director for Temple Kol Ami and was a program director for Congregation B’nai Moshe. In both roles, she planned and implemented various community building activities, events, and programming initiatives.

Melanie earned her Bachelor of Arts in Elementary Education at Michigan State University, with minors in English and sociology.  She resides in West Bloomfield with her husband and two sons, and enjoys hiking, reading, karaoke, and exploring the gems of Detroit.