

LINDSEY A. JOCHETS

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EXPERIENCE

The Blackstone Group LLC

April 2018 to Present

Coordinator/Executive Assistant/Executive Business Partner

- Support a Partner, SMD, Global Head of CORE Fund Private Equity charged with fundraising (estimated \$30b) and overseeing over dozen portfolio companies and collaborating on the growing 106 companies.
- Orchestrate extensive domestic and international travel, as well as comprehensive calendar and time management. Research Visa and COVID protocols for travel. Organize and execute CORE fundraising with Institutional Client Solutions. Assist with team building and team culture with group meditations/yoga, Hamptons outings, softball in Central Park, or strategic visioning in Palm Beach.
- Serve as Board Liaison to over a dozen portfolio companies; Alight, Change, Chamberlain GGI, Encore, IDG, MBA, Merlin, PSSI, Service King, Servpro, Signature, Supergoop Tradesmen, Vivint, and Vivint Solar (estimated \$10b in revenue). Developed a standardized approach for quarterly board meetings. Note this is forty board meetings a year which require long-term scheduling and preparation such as International Visas, COVID protocols, and special event production.
- Collaborate with leadership in accounts payable, finance, and compliance/legal to onboard new vendors and process contracts/payment. Skilled in processing monthly expense report (estimated \$50k a month per individual).

The Metropolitan Museum of Art

September 2015 to April 2018

Associate Development Officer, Institutional Advancement

- Support The Met's Senior Vice President charged with fundraising and revenue generation for Individual, Government/Foundations, Planned Giving, Membership and Visitor Services, Corporate Engagement, Restaurants, and Special Events including the Costume Institute Benefit (Met Gala). I compiled Board Reporting for these areas.
- Facilitate sponsorships of special exhibitions and events, such as the collaboration between Apple, Condé Nast Vogue, Instagram, and Valentino for The Anna Wintour's Costume Institute's exhibition Rei Kawakubo/*Comme des Garçons: Art of the In-Between*. Thus, solidifying future fundraising for 150th Anniversary and future Met Galas.
- Serve as the first point of contact by owning SVP's day-to-day administrative needs by fielding calls, assisting guests and staff, all the while streamlining overarching requests and leading operations to resolve issues before they arise.
- Oversee dynamic and complex calendars; schedule all internal and external meetings including museum leadership, benefactors, prospects, and media/speaking engagements. Provide meeting materials, research briefs, and remarks.
- Manage finances and budgets by reconciling and tracking expenses and oversee incoming gifts; assisted with \$1.03 billion dollar capital campaign, as well the 150th Anniversary campaign.
- Liaise with Museum President, Director, General Counsel, Human Resources, Finance, Compliance, and Investment offices, collaborate with all seventeen curatorial departments, plus education, conservation, and libraries.
- Supervise special projects including creating a database of 200+ unnamed galleries for fundraising. Instituted international council and new donor catalogue/database (Tessitura). Foremost consolidate the 17+ curatorial departments' acquisition requests into one concise and sortable Collection Plan for future fundraising.
- Contribute to ongoing business initiatives such as strategy assessments such as the Five-Year Plan, Chairman's Report, Annual Report, along with evaluating effectiveness of the Modern and Contemporary agenda, including the launch of The Met Breuer and redesign of southwest wing.

New York Institute of Technology

August 2013 to September 2015

Board Liaison

- Provided administrative assistance and support for the university President and Board of Trustees; operated as commissionaire for entities, deciphering significance, ensuring quality over quantity, and anticipating needs.
- Scheduled all Board of Trustee meetings, committee meetings, and board engagements including board outings and special events. Oversaw the President's multifaceted calendar by arranging internal and external meetings across campuses including New York, Arkansas, United Arab Emirates, China, and Canada locations.
- Functioned as secretary of the corporation by governing board books and bylaws, creating meeting and presentation materials, engaging development prospects, onboarding of trustees, and piloted meetings and events.
- Aided in the smooth transition of the Board of Trustees chair and other university leadership.
- Lead event planning such as overseeing convocations and commencements; organized multiple ongoing special projects such as honorary degree committee, President's global student fellowships, communications, and press relations with top media partners – e.g., Huffington Post, Cyber Security, President Reports, etc.

The New School

June 2008 to August 2013

Executive Assistant

- Supported former Nebraska Governor and US Senator Bob Kerrey the former President and President Emeritus of The New School. Assisted his predecessor and Provost with scheduling, event planning, and organizing student and faculty outreach.
- Eased the transition of university presidents, along with the pivot of the strategic plan
- Conducted research and writing on behalf of President Emeritus Bob Kerrey, 35th Governor. of Nebraska and United States Senator from Nebraska. Managed logistics for 20+ presidential forums on prominent current social issues including The US Government's Financial Crisis Inquiry Commission, featuring testimony of Warren Buffett and Moody's.
- Collaborated on special projects, including University in Exile and IDEO collaboration.
- Worked on the \$353 million capital campaign for the University Center on the corner of Fifth Avenue and 14th Street.

UrbanGlass

August 2004 to June 2008

Acting Director of Education at a nonprofit public glass studio

- Directed education department and student services, developed curriculum, marketing and university accreditation/partnerships (LIU, NYU, Parsons, and SVA).
- Fundraised for a multi-million-dollar renovation completed in 2013.

August 2004 to Present

Adjunct Faculty

- Instruct hot glassblowing courses and workshops.

EDUCATION

Certificate	Harvard Business School, online course Leading with Finance	March 2021
MA	Parsons The New School for Design & Cooper Hewitt, Smithsonian Design Museum,	May 2013
BFA	Virginia Commonwealth University	December 2003

COMMUNITY ENGAGEMENT

The Hot Yoga Barre 2022 to Present

- Member of Karma Krewe, volunteer with local community to promote yoga and meditation practices.

City Harvest 2017 to Present

- Food rescue and repurpose.

The Bead Project 2011 to Present

- Mentor women; teach lampworking and jewelry making, glass history, computer skills, job readiness, business practices, and entrepreneurship.

Universidad Autónoma de Manizales, Colombia June 2012

Visiting Faculty and Scholar

- Taught sustainable development through design in collaboration with The New School's Development through Empowerment, Entrepreneurship, and Design (DEED) program.
- Promoted development by uniting university students with local artisans, while engaging them with the Artesanías de Colombia. Published: *Mind, Body, Spirit, & Gratitude*

Wednesday's Child 2008

- Helped foster children learn to blow glass as part of a television and web spotlight.

SKILLS

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- Apple and PC products, Google Suite, Microsoft collection, Adobe catalogue (Acrobat, Photoshop, InDesign), Facebook, Messenger, Instagram, What's App, Slack, Zoom, Teams, DocuSign, Concur, Coupa, Frosch, AMEX GBT, Workday, Envoy, (TAM), Tessitura, Jira, and Pledge maker, Cloud Storage, Dropbox, Twitter, TikTok, Weebly, Square Space, Tile, Nest, etc.
 - Knowledge of event production, copyright law, academic research, and Chicago Manual of Style citations
 - Professional Development training in human centered design. Participant in Diversity and Inclusivity initiatives, as well as meditation/mindfulness
 - NYC Health Certificate in Food Protection