

# Mike Biver, J.D.

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## EXPERIENCE

### *Volunteer Coordinator - Food Shed Co-op*

*June 2016 - Present*

- Responsible for the recruitment, orientation, and assignment of volunteers to positions or specific projects.
- Mentor and train volunteers to ensure full volunteer participation at events and activities.
- Build positive relationships with potential volunteers by introducing them to the co-op and volunteer opportunities.
- Track and maintain all volunteer activities, contact, skills, preferences, and applicable details.

### *Senior Gift Planning Officer – Catholic Community Foundation of Minnesota*

*September 2012 – June 2016*

- Consulted with estate planning attorneys, tax advisors, and financial advisors to develop charitable plans for clients.
- Cultivated and stewarded a portfolio of individual and family donors toward creating a planned gift.
- Drafted donor contract agreements, board resolutions, and managed legal issues that arose with outside counsel.
- Facilitated complex gifts funded with a variety of assets.
- Advised on grant compliance concerns and ensured IRS code compliance with all tax-deductible transfers.
- Managed internship program and supervised individual law student interns.

### *Certified Student Attorney – Legal Services Clinic*

*August 2010 – May 2012*

- Facilitated the creation of a nonprofit to support young men at risk of gang influence or criminal behavior.
- Managed the drafting and filing of organizing documents and the application for 501(c)(3) tax-exempt status.
- Developed a business plan for a social enterprise to employ the young men associated with the program.
- Drafted and presented financial reports to the Board of Directors on behalf of the Finance Committee.

### *Legal Intern – U.S. Department of the Interior, Office of the Solicitor*

*June 2011 – October 2011*

- Prepared memorandum on the Minnesota Marketable Title Act and other federal and state land issues.
- Reviewed title reports to determine the legal issues that might be clouding title.
- Researched tax liens and foreclosures on the federal government and relevant implication of the Quiet Title Act.
- Updated presentation on right of ways on trust lands for attorney who presented at a Federal realty conference.

### *District Executive – Boy Scouts of America, Lewis & Clark Council*

*January 2008 – February 2009*

- Co-chaired monthly meetings with community, youth, and business leaders to support youth development programs.
- Helped raise \$390,000+ in gross revenue through grants, fundraising campaigns, and fundraising events.
- Revived and staffed a team building program for area high school students.
- Recruited new volunteers and managed approximately 300 adult leaders and volunteers to serve over 4,000 youth.

### *AmeriCorps St. Louis Emergency Response Team Member*

*January 2007 – November 2007*

- Designed system to approve and then connect qualified disaster victims and available volunteer groups.
- Organized and staffed a county level Emergency Operations Center and several community shelters.
- Authored grant proposals to fund disaster recovery, including a successful \$1.9 million grant for rebuilding homes.
- Composed daily briefs for local, state, and federal agencies involved with the disaster relief effort.

## EDUCATION

*University of St. Thomas School of Law* – Minneapolis, MN  
Juris Doctorate, 2012

*University of Illinois* – Urbana-Champaign, IL  
B.S. Advertising, 2006

*Katholieke Universiteit* – Leuven, Belgium  
Concentration in Multiculturalism and European Integration, 2006