

WESLEY J “JIM” MANCHESTER

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TECHNOLOGY & BUSINESS SYSTEMS LEADER

Translating Operational Complexity into Practical, Reliable Systems

SUMMARY

I have made a career of diagnosing complex systems that were fragile and organizing them to operate efficiently and stably. Across physical systems integration, nonprofit compliance rescue, cross-cultural financial management, operational workflow modernization, and independent software development, I focus on mapping the full system before acting — then building solutions that are reliable, maintainable, and usable by the people who depend on them.

Systems-oriented problem solver experienced leading complex, interdependent environments where usability, reliability, accessibility, stakeholder expectations, and execution quality matter. Pragmatic user of generative AI to accelerate research, debugging, multilingual content delivery, and workflow execution while preserving human judgment and quality oversight.

CORE COMPETENCIES

Technology & Business Systems Leadership • Workflow Modernization & Process Improvement • Cross-Functional Stakeholder Leadership • Complex Systems Integration & Delivery • Nonprofit Compliance & Regulatory Risk Management • Financial Systems & Operational Design • Technical-to-Nontechnical Translation • Root Cause Analysis & Systems Troubleshooting • Mobile Application Development • Multilingual Content & Workflow Delivery • Generative AI Productivity & Workflow Enablement • Grant Compliance & Reporting • Facilities & Capital Project Oversight

PROFESSIONAL EXPERIENCE

Executive Director

2024 – February 2026

Envision Cleveland — Cleveland, OH

- Led organizational transition from startup-oriented operations toward greater operational structure, aligning programs, systems, facilities, and workflows to improve execution and reliability.
- Oversaw completion of a \$500,000 facility renovation — a historically significant building in the community — including a full gut-and-remodel, new workshop space, two high-bay garage additions for future automotive repair training, and a new parking lot; \$287,500 funded through ARPA grants with remaining balance from individual and church donors.
- Managed all ARPA grant compliance requirements and reporting through successful project completion.
- Led grand opening and 10-year anniversary event highlighting community stakeholders, partner organizations, and longtime community members.
- Hired and onboarded a Director of Vocational Training & Community Outreach.
- Launched Pozos de Refugio, a Spanish-language cross-platform devotional application for refugee and immigrant communities, on schedule for the 2025 General Council of The Christian & Missionary Alliance.
- Used generative AI pragmatically to accelerate multilingual content delivery, research, debugging, and workflow execution while maintaining human review and quality control.
- Developed a forward-looking strategic framework and established architectural standards for a Notion-based single source of truth for organizational policies and operational information; trained successor for a clean handoff.

Chief Financial Officer & Technology Manager

2018 – 2024

Envision Cleveland — Cleveland, OH

- Joined in 2017 as Director of Newcomer Engagement before transitioning to CFO in 2018; inherited an organization on the verge of losing its 501(c)3 status with multiple years of unfiled 990 returns, unpaid workers compensation obligations, and charitable solicitation registrations missing across approximately 14 states.
- Reconstructed three years of financial records from unsorted source documents to support 990 preparation with an external accountant; successfully abated over \$14,000 in IRS failure-to-file penalties.

- Resolved active compliance exposure with the IRS, Ohio Bureau of Workers' Compensation (BWC) through adjudication hearings, and secretaries of state across approximately 14 states — preserving the organization's 501(c)3 status.
- Assisted a partner organization through reinstatement of revoked tax-exempt status.
- Designed and developed a suite of operational applications using Zoho Creator and Deluge scripting, serving 14 staff and volunteer teachers across donor management, client engagement, community operations, workflow automation, financial reporting, and volunteer coordination — including pre-trip registration, waiver collection, invoicing, and skills inventory for external volunteer teams.
- Delivered reliable operational metrics to national leadership for the first time, replacing the sector-common practice of reconstructing impact data from memory.
- Independently developed EZ Citizenship (2021), a native Android application in Kotlin providing accessible citizenship preparation for immigrants and refugees; integrated custom Google Civics API for real-time, location-aware representative information; 10,000+ downloads and 4.6-star rating across 102 reviews on Google Play.
- Co-developed Wells of Refuge Welcoming Devotional in Flutter/Dart with a mentee — a resettled refugee from Rwanda I have worked with since he was finishing high school in 2017; 65,000+ downloads across 179 countries and territories on both Google Play and Apple App Store.

Independent Developer

2021 – Present

CLEclectic Development — Cleveland, OH

- Founded CLEclectic Development in 2021 as a trade name for independent application development; produced three production mobile applications serving immigrant, refugee, and citizenship-preparation audiences.
- Applied generative AI pragmatically across coding assistance, SDK migration, and multilingual translation workflows — compressing months of manual content localization to days through AI-assisted first-pass translation with structured human review.
- Maintained all applications through evolving platform requirements, SDK deprecations, and app store compliance changes as a solo developer.

Accountant & Business Manager

June 2012 – July 2013

NGO (C&MA-affiliated) — Ulaanbaatar, Mongolia

- Served as Accountant and Business Manager for a faith-based NGO operating in a uniquely complex cross-cultural environment with reporting obligations spanning Mongolian requirements, Istanbul regional leadership, multinational sending agencies, and external audit standards.
- Led the organization through a significant compliance crisis involving a social enterprise community center; resolved active compliance exposure and satisfied a field audit conducted by the sending agency's comptroller and director of international accounting — both of whom required on-site visual diagrams to understand the novel operating structure.
- Engaged directly with Mongolian national staff to bridge cross-cultural gaps in financial assumptions and operational expectations between expatriate leadership and local realities.
- Updated financial systems for accuracy and day-to-day simplicity; trained successor for a clean, stable handoff.
- Managed concurrent remote operations of Mountain States Home Automation (Utah) via Skype during overseas tenure prior to selling business interest to partner.

Co-Founder & Systems Integration Leader

1996 – 2013

Mountain States Home Automation — Salt Lake City, UT

- Co-founded and led delivery of complex technology integration projects involving networking, automation, lighting, HVAC, AV, surveillance, security, environmental controls, and custom system orchestration for high-expectation residential and commercial clients.
- Designed and delivered a 51,000 sq ft high-expectation residential environment requiring coordination across 350+ lighting loads, multiple communications protocols (IP, RS-232, RS-422, proprietary), and independently installed subsystems; engineered scene-based control, signal conditioning, communications queuing, and redundancy for reliable performance during high-profile entertaining; system operated without significant issues for four years post-installation.
- Programmed custom automation and control systems using AMX NetLinx, Control4, serial communication, Ethernet, and proprietary UI logic to improve usability and execution reliability.
- Translated highly technical system behavior into practical client-facing experiences, balancing usability, maintainability, reliability, and evolving stakeholder expectations.

- Managed end-to-end project execution including requirements gathering, systems design, implementation, testing, stakeholder communication, and ongoing optimization.

Administrative & Technical Lead

2013 – 2016

Missionary Alliance Church — Blairsburg, IA

- Stabilized and modernized aging operational and technical systems across a multi-building campus environment to improve reliability, usability, and day-to-day execution.
- Designed and implemented campus-wide wireless infrastructure supporting high-density connectivity.
- Improved reliability of AV, live-streaming, lighting, and environmental control systems by redesigning fragile configurations and reducing recurring technical failures.
- Diagnosed recurring technical failures and applied root-cause problem solving to reduce system fragility and improve long-term maintainability.

Senior Electronics Technician

1994 – 1996

Schlumberger — Evanston, WY

- Performed component-level troubleshooting, repair, maintenance, alignment, and testing of resistive, sonic, ultrasonic, magnetic resonant imaging, neutron, gamma-ray, and nuclear source porosity and lithology tools used in oil and gas well analysis under high-pressure, high-temperature field conditions.
- Reorganized an unoccupied ET shop; inventoried thousands of electronic components, created a location and database system by type, manufacturer, and part number to reduce turnaround time and eliminate unnecessary ordering costs.
- Received company award for developing a repair procedure for large-tank high-speed CGRP inkjet printers that prevented flooding damage caused by transport with open valves.

Communications & Surveillance Systems Technician

1990 – 1994

United States Air Force — Multiple Stations incl. Germany

- 1990–1993: Maintained and repaired tactical wideband microwave and satellite communications equipment providing remote air traffic control services in support of USAF mission operations.
- 1993–1994: Performed component-level troubleshooting, repair, alignment, and maintenance of electronic security and video surveillance systems protecting highly sensitive weapons assets and B-1 aircraft.
- Received letter of commendation from Tinker AFB for restoring mission-critical battery backup power supplies for intrusion detection and surveillance systems protecting AWACS aircraft, and for training Tinker AFB personnel in the repair procedure.

EDUCATION

Bachelor of Science, International Business — Liberty University (Summa Cum Laude)

Coursework in Computer Science (15 credit hours) — University of Maryland (European Division)

Associate of Applied Science, Math / Computer Science — SUNY North Country Community College

Electronics Training — Community College of the Air Force

SELECT CERTIFICATIONS

- AMX Certified Expert (ACE) – Control Systems Programming
- Control4 Certified Programmer
- CEDIA Certified Installer
- Home THX Certified Training – Lucasfilm THX Division, San Rafael, CA (June 2000)