**PROFESSIONAL SUMMARY**

7 years of nonprofit/private sector experience in the areas of: program development, assessment, evaluation, research, project management, federal contracts, grant proposals, strategic partnership development. 3+ years specialized expertise working with local and federal government agencies, nonprofits, and community-based organizations in the areas of: development; communications, grant reporting, and managing budgets. Highly qualified to provide technical assistance trainings to various audiences, providing additional oversight focusing on operational effectiveness, monitoring grantee progress, compliance, report preparation, and close-out documentation. Project interest areas include: business and entrepreneurship development, relationship-building, affordable housing, gentrification, and community development.

**EDUCATION**

* Master of Science in Management, Anticipated 2013, University of Maryland, University College
* Master of Science in Social Work, Business Concentration (affordable housing emphasis), 2007, Howard University
* Bachelor of Science in Architectural Studies, 2004, University of Illinois at Urbana-Champaign

 **CERTIFICATIONS**

* Human Resources Management, 2011, University of Maryland, University College
* Leadership & Management, 2010, University of Maryland, University College
* Nonprofit & Association Financial Management, 2010, University of Maryland, University College

**PROFESSIONAL EXPERIENCE**

**Washington Cares (WC), Washington, DC November 2010 - present**
*Manager of Nonprofit Outreach*

Accomplishments:

*Manage partnerships with 960+ nonprofits, schools, and government agencies throughout DC region, responsible for 17% increase in partnerships over 18 month time period. Developed a streamlined partnership on-boarding and application system, resulting in faster response time to partner agencies. Led 9/11 National Day of Service & Remembrance letter writing campaign with 3,800+ students for Blue Star Families – Operation Appreciation. Awarded $10,000 grant from Points of Light Institute and five AmeriCorps VISTA projects to sustain Neighboring Now, an asset-based community development WC initiative.*

* Oversee organizational partnerships using Salesforce database to document qualitative and quantitative data
* Foster relationships with DC government agencies (DC Public Schools, Department of Parks & Recreation)
* Develop and implement pilot community-based programs aligned with vision of schools and nonprofit partnerships
* Facilitate weekly meetings with staff, discussing best practices to engage residents and youth in community programming
* Primary contact to two national funders for all grant activities such as coordination of activity implementation, program evaluations, and outcomes reporting
* Provide compliance oversight of national funder requirements, generating quarterly program and evaluation reports
* Review Request for Proposals (RFP’s) and write grant proposals to secure program funding
* Manage annual budget for nonprofit services, relationship management, and community programming
* Provide technical assistance to partner organizations, identifying common needs and facilitating workshops/focus groups
* Design research-based training curricula to be used in quarterly professional development workshops with nonprofit staff
* Create strategies to further align Neighboring Now initiative with supporting WC programming to improve outcomes
* Maintain ongoing communication with partner organizations using electronic newsletters and social media

**DB Consulting Group, Inc., Silver Spring, MD December 2008 – September 2010**
*Department of Housing and Urban Development (HUD) $32 million government contract - Neighborhood Networks Initiative*

*Project Coordinator (federal government contractor)*

Accomplishments:

*Conducted on-site and remote technical assistance trainings nationally to 11 sites, 50+ HUD Neighborhood Networks staff and community-based professionals. Cultivated and managed 35+ partnerships, primarily with One Stop Employment Centers for CLC community programming. Designed and led website development training on national webinar, reaching 100+ audience members. Led strategic planning committee of colleagues to research and implement successful models of technical assistance.*

* Administered technical assistance to staff of Computer Learning Center’s (CLC’s) and HUD staff in the areas of: partnership identification, funding development, outreach, marketing, qualitative and quantitative assessment and evaluation
* Delivered capacity-building trainings based on research findings from assessments
* Lead weekly and monthly conference calls with HUD and CLC staff to discuss programming updates and outcomes
* Interfaced with low-income community residents and staff of computer learning centers nationally to better understand their community visions, developing programming based on their stated needs
* Negotiated Memorandum of Understanding’s (MOU’s) and partnership agreements for compliance with HUD guidelines
* Enhanced community engagement strategies to increase program participation at computer learning centers
* Created strategic research plans detailing approaches taken to develop and identify resources for computer centers
* Reviewed grant applications, guidelines, and deadlines to obtain funding for computer learning centers
* Conducted Strengths Weaknesses Opportunities and Threat (SWOT) analyses to determine negative/positive impacts

**Dupage Parenting, Glen Ellyn, IL July 2007 – December 2008**
*Intake Specialist*

Accomplishments:

Assessed, evaluated, and matched 579 families in one year to appropriate social service resources; Managed 1,280 resources for online community resource database for families and community stakeholders; Created partnership with Stoneybrook Community Consolidated School District 180 to develop community-driven, asset-based programming.

* Conducted intake surveys of families to determine distress levels, referred them to appropriate community-based services
* Provided support to social workers, teachers, principals, and hospital staff seeking resources from community-based organizations to foster increased engagement by children and families needing social services throughout DuPage county
* Facilitated in-person trainings of Positive program components for community organizations and businesses
* Collaborated with school officials, social workers, teachers, and hospital staff to discuss strategies to eliminate family stressors that may adversely impact youth engagement in academic and extracurricular activities
* Represented organization at resource meetings with community stakeholders to develop comprehensive and streamlined economic, education, and social services strategies
* Created partnerships with Stoneybrook Community Consolidated School District 180, community-based organizations, and local businesses to plan community-specific programming for parents and children living in The Village of Stoneybrook

**Boston Housing Authority, Washington, DC May 2006 – August 2006**
*Summer Youth Employment Specialist (Summer Contractor)*

1. Interviewed, hired, and managed job placement while paying attention to fit management for host sites for 100 youth
2. Developed 30 business partnerships from leads, building relationships across Boston to facilitate creation of new employment opportunities for youth
3. Managed 30+ corporate business partnerships with employment host sites, ensuring their satisfaction of youth employees
4. Designed and led job readiness and academic focused workshops for 70 high school and first-year college students, advising them on professional and academic growth throughout their employment
5. Conducted face-to-face meetings with host sites and youth employees to mediate any challenges as they aroused
6. Coordinated the identification of workshop speakers, community service projects, college tours, and other special events as needed for summer youth participants

**PROFESSIONAL DEVELOPMENT**

**Participant** International Organization for Standardization - ISO 9001:2008 Quality Management Systems Training

 **Participant** Neighborhood Networks Interactive Virtual Learning Courses (Budgeting, Financial Literacy,

Fundraising, Grant-writing, and Strategic Partnership Development)

 **COMPUTER SKILLS**

Microsoft Office Suite 2007 and 2010: Word, Excel, Publisher, Power Point, SharePoint; AutoCAD; Adobe Photoshop; ADP Payroll Software; People Soft; Lotus Notes; Salesforce; HootSuite; Facebook; LinkedIn; Twitter; Constant Contact