

SECULAR/PROFESSIONAL RESUME

Private Employer's Information Removed to Ensure Privacy (Public Institutions Still Listed)

CORE COMPETENCIES

- Fund Development / Charitable Giving
- Community Engagement / Planning
- Project Development / Management
- Capacity building / Strategic Planning

EXPERIENCE

2006 - Present ----- St. Louis, MO

DIRECTOR OF PROGRAMS AND FUND DEVELOPMENT

Responsible for capital campaign and cultural arts programs for one of St. Louis' largest African-American led nonprofits; \$4+ million annual operating budget. Focus: Propagating and perpetuating accurate and inspirational knowledge of Africa and the African Diaspora through innovative cultural arts programs.

- Responsible for corporate and foundation fundraising, donor base cultivation, grant making and some public relations.
- Target populations for services include low-income African-Americans, at-risk youth, struggling cultural and performing artists, ex-offenders, young adults, and families.

2006 ----- St. Louis, MO

CHIEF DEVELOPMENT OFFICER

Responsible for all fundraising campaigns for a large nonprofit with a \$3.7 million annual operating budget. Senior level staff with authority to act on behalf of the agency in the absence of the Chief Operating Officer and/or Chief Executive Officer.

- Responsible for donor base cultivation, public and private grant making, professional volunteer recruitment and some public relations.
- Brought in three new funding streams in less than 3 months.
- Target populations for services include ex-offenders, recovering substance abusers, New Americans, TANF/CAP recipients, veterans, the homeless and out-of-school youth.

2002 - 2006 --- St. Louis, MO

SELF EMPLOYED, CONSULTANT

Specialized in fund development, staff and board development, agency assessment, project management, strategic planning and communications services for nonprofits of varying sizes.

- Developed fundraising plans and secured approximately \$705,000 in grant funding for local nonprofits. *(90% of which went directly to African-American led agencies)*
- Co-author and co-facilitator of the 5th Ward (City of St. Louis) Human Service/Community Restoration Plan in partnership with Area Resources for Community and Human Services, the Aldermanic Office, Housing Authority and the Regional Housing and Community Development Alliance.
- Project Manager of North Side Clean Air Project and author of North St. Louis Community Clean Air Plan in partnership with Grace Hill Neighborhood Services.
- Brokered key partnerships that led to formation of the African-American Anti-Tobacco Alliance.
- Wrote grants and facilitated strategic planning for small to large non-profits serving African-Americans and unemployed and underemployed working St. Louisians.

2003 - 2006 St. Louis Community College St. Louis, MO

CONTINUING EDUCATION INSTRUCTOR

Instructor of Advanced Grant Writing Course for working professionals at local community college.

2002 --- St. Louis, MO

JUNIOR PROJECT MANAGER

Provided technical assistance to underserved communities impacted by mixed income housing development projects. Played key role in marketing neighborhoods in STL and Minneapolis (MPLS) to potential investors, real estate companies, renters and homebuyers, through promotional events, informational meetings, fundraisers and development of marketing materials.

- Provided technical assistance and management of a \$300,000+ to support community-administered grants for small clusters of STL neighborhoods.
- Leveraged existing grant money to secure corporate sponsorship for youth employment

and financial literacy classes.

- Worked closely with New American/Immigrant population effected by physical redevelopment initiatives.
- Forged relationships on behalf of the agency and parent developer with STL/MPLS city officials, foundations, educators, service providers and corporate partners.

2001 - 2002 ---

St. Louis, MO

PROGRAM COORDINATOR

Supervised and provided leadership to 20 employees stationed in 6 elementary and middle school sites, restructured mobile conflict resolution team and planned city-wide community service events for workers and volunteers.

1999 - 2001 ---

St. Louis, MO

PROGRAM COORDINATOR

Worked in conjunction with residents, educators, service providers and community leaders to develop programming and address community issues. Also supervised low cost daycare program targeting low-income families. Established Professional Development Committee to coordinate training and support for department staff at all city schools and wrote grants to support community services.

1997 - 1999 ---

St. Louis, MO

PROGRAM COORDINATOR

Planned and supervised only known therapeutic residential and day retreat program for homeless in region. Handled recruiting, hiring, training and supervision of 10-20 employees, data base development, off-season outreach and development of all marketing & PR materials associated with program. Assisted in grant writing. Also acted as agency liaison to over 18 homeless shelters, transitional housing facilities, community centers and Sec. 8 housing residencies.

EDUCATION

1990-1995 ---

Nashville, TN

- Political Science and History