

EXECUTIVE DIRECTOR
Professional Summary

Non-Profit Executive Director

Over 15 years of progressive experience in non-profit management with a wealth of experience in grant-writing, fund raising, development, public relations and marketing

Experience

Executive Director May 2001 to Current

Company Name - City , State

- Providing overall management of the legislatively mandated Early Learning Coalition Working with the Board of Directors to develop and implement the agency's strategic visions while keeping the Board informed on issues that affect programs;
- Making sound recommendations regarding program management
- Providing overall financial management of \$6 million annual budget and direction for funding consistent with Board policy and directives; preparing budgets and ensuring financial accountability and sustainability
- Providing oversight for the service delivery system in accordance with the mission and purpose of the agency
- Managing fund raising and maintaining strong relationships with funding sources; grant-writing
- Managing marketing and public relations functions to further the identity of the agency in the community
- Providing oversight of the resources allocation processes and procedures
- Serving as an advocate with local agencies, associations, institutions, media, local state and federal government, and allied organizations
- Supervising a staff of 16
- Other duties include: oversight of contracts and compliance; monitoring and encouraging best practices agency wide; implementation of the agency's strategic plan in accordance with the Board's mission and vision; staff development, including training and succession planning; and promoting a culture of teamwork, accountability, and transparency.

Public Relations Officer Jan 1997 to Apr 2001

Company Name - City , State

- Served as press/media contact for all museum activities, exhibitions, events and programs
- Developed annual public relations plan and budget
- Developed promotional/advertising strategy utilizing all media to increase attendance at exhibitions, programs and special events with particular emphasis on blockbuster exhibitions, major campaigns, traveling exhibitions, educational programs and the museum store and restaurant
- Produced/supervised all publications including bi-monthly newsletter, invitations, brochures and advertisements Planned and implemented special events and fund raising events; wrote grant proposals
- Managed facility rentals
- Supervised group tour coordinator, development interns and volunteers

Coordinator of Community Relations Feb 1994 to Jul 1997

Company Name - City , State

- Served as contact for all aspects of public relations, education, marketing and development for non-profit organization providing in-home services for the terminally ill in the Jackson, Mississippi metropolitan area and 23 central and southwestern Mississippi counties
- Promoted hospice awareness in the community and with the medical referral base through public speaking opportunities, special projects, seminars and newspaper/journal articles
- Developed and implemented annual agency marketing plan, maintained marketing calendar, developed marketing materials and carried out marketing activities throughout the service areas
- Developed organization's annual report
- Planned and implemented special events
- Wrote grant proposals
- Developed in-service education activities for staff
- Participated on interdisciplinary team
- Recruited and supervised volunteers

Program Development Specialist Jul 1985 to Feb 1994

Company Name - City , State

- Developed supervised, coordinated and monitored various programs for the elderly in seven counties in central Mississippi Promoted programs through public speaking, training, planning, writing grant proposals, budgeting and developing contracts
- Monitored service providers in case management, congregate and home delivered nutrition, adult day care services, legal services and emergency services
- Served in liaison capacity between the State Division of Aging and Adult Services and service providing contractors

- Edited the agency newspaper and developed additional public relations campaigns
- Developed statewide educational project on alcohol abuse/drug misuse in the elderly
- Supervised Program Development Specialist I

Career Accomplishments

- Have successfully developed several programs from the grassroots level including the first adult day care service in Jackson, Mississippi and the Mississippi Crafts Festival at the Mississippi Museum of Art
- Have written/collaborated in writing numerous non-profit grant requests resulting in awards from the Robert Wood Johnson Foundation, Drug Free Schools and Communities, the Institute of Museum and Library Services, Publix Supermarket Charities, United Way of Santa Rosa County, and Leadership Santa Rosa, among others
- As the only Executive Director of the Early Learning Coalition, have successfully directed the operations with clean audits and exceptional monitoring results

Certifications

Certified Trainer, *Bridges Out of Poverty* Â

Certified Facilitator, *Getting Ahead in a Just Getting By World* Â

Professional Affiliations

National Association for the Education of Young Children; Southern Early Childhood Association; Northwest Florida Association for the Education of Young Children , 2006 to Present

Public Relations/Newsletter Chairperson, NW FL Affiliate

President Elect, NW FL Affiliate National Association for the Education of Young Children (NAEYC) and its affiliate organizations are professional membership organizations that work to promote high- quality early learning for all young children.

Association of Early Learning Coalitions, 2007 to present

Served as Small Coalition Representative

AELC is an organization comprised of Early Learning Coalitions throughout the State of Florida, supporting the overall goal of developing and administering comprehensive school readiness and voluntary pre-kindergarten programs.

Community Service Organizations

Santa Rosa Community Alliance, 2015 Â

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Health Professions Opportunity Grant (HPOG) Family Services Committee , Pensacola State College, 2013 to present

Santa Rosa Bridges, Inc. , (local Bridges Out of Poverty Project) 2013 to present

Currently serve on Board of Directors

Co-Chair of Public Relations Committee

Serve on Finance Committee

Early Childhood Advisory Board, Pensacola State College , 2011 to present

Healthy Start Coalition of Santa Rosa County , 2007 to Present

Currently serve on the Executive Committee as Secretary

Education

Bachelor of Science , Social and Rehabilitation Services 1981 University of Southern Mississippi - City , State , USA

Graduated with Highest Honors with a minor in criminal justice

Associate of Arts , Liberal Arts 1979 Clarke College - City , State , USA

Graduated with Highest Honors

Skills

- Extensive experience working with Boards of Directors
- Supervision and management
- Development and fund raising
- Communications
- Marketing
- Public Relations
- Fiscal Operations
- Volunteer recruitment and coordination
- Microsoft Office Suite