

Tameka Gaines Holly, MPP, MPH

CAREER SUMMARY

An accomplished executive with more than twenty years of a unique combination of executive management, strategic planning, organizational development, community development, and policy and advocacy expertise. Consistently displays exemplary problem-solving skills while utilizing analytical and interpersonal abilities to produce optimal outcomes. A proven leader with a strong track record of organizational success, including excellent verbal and written communication skills that promotes innovation, collaboration, and transformation, which yields clear direction and achieves vision.

SUMMARY OF QUALIFICATIONS

- Strategic Planning and Execution
- Organizational Growth and Development
- Community and Economic Development
- Training and Development
- Grant Writing and Capacity-Building
- Donor Relations
- Budget and Finance Management
- Compliance and Quality Management

PROFESSIONAL EXPERIENCE

ElderSource, Inc.

Chief Operations Officer

3/2020 – present

Directs and leads day-to-day operations of the organization including, human resources, IT, emergency management, risk management, operations, and diversity, equity, inclusion, and belonging practices. Creates and oversees organization's strategic planning process, which provides management of aging and persons with disabilities services for seven counties in Northeast Florida. Builds and maintains stakeholder relationships to strengthen organization's network throughout Northeast Florida. Participates in contract management oversight of Providers in the Northeast Florida area. Creates and leads diversity, equity, inclusion, and belonging initiatives for organization and funded organizations. Provides leadership and advocacy at the federal, state and local levels for funding and policy to address the needs of older Americans and persons with disabilities. Creates, reviews and manages process improvement systems that promote quality, accountability, and transparency. Builds and maintains open communication and relationships with internal staff to encourage and empower initiative, independence, and growth.

Tameka Gaines Holly Consulting, LLC

President and CEO

7/2014-present

Minority and woman-owned, small business specializing in business growth and development consulting services of strategic planning, community development, training and development, organizational development, technical writing, capacity-building, project planning, management and evaluation. Execution of a service model that increases revenue, drives optimal organizational operations, yields operational efficiency and effectiveness and enhances overall business performance. Core competencies include, but are not limited to, result-oriented, adaptable, analytical, cooperative, collaborative and innovation.

Tameka Gaines Holly for City Council District 8

City Council Candidate

1/2018-5/14/19

Maintained a perspective to represent the voice of the people and serve as community advocate for the diverse needs of a largely minority and low-income area. Developed a strategy to continuously assess the

needs of the community and its residents. Conducted fundraising activities that raised over \$90,000 in ten months. Crafted and communicated an economic empowerment, equitable resources, and accountability message that attracted diverse voters and donors. Built and maintained authentic relationships with voters, donors, community and faith-based organizations, community leaders, and government officials. Captured over 40 percent of local voters.

Transforming Communities Community Development Corporation

Chief Executive Officer

8/2015-12/2019

Provided direction and leadership for the organization's mission, vision and strategic goals that supported economic empowerment, education, and community development. Cultivated relationships with key corporate and foundation donors. Identified and implemented projects that met and exceeded programmatic and financial community development goals. Attracted and retained a productive and qualified volunteer workforce. Provided support to organization's Board of Directors to enhance the ability to carry out mission. Provided leadership and oversight for developing, implementing and evaluating housing and economic development initiatives. Ensured the acquisition, flow of funds and management of costs that permitted the organization to make steady progress towards the achievement of its mission and that those funds were allocated properly to reflect present needs and future opportunities. Engaged a wide variety of community partners to bring community development planning and services to targeted disenfranchised neighborhoods.

Community Rehabilitation Center, Inc. (CRC)

Chief Program Officer/Corporate Compliance Officer

9/2004-6/2014

Planned and directed the day-to-day administrative, programmatic and operational activities for the agency. Increased agency revenues by more than 45 percent and managed a staff of over 75 persons. Coordinated and developed the strategic planning process and plan for the existing and expansion of programmatic and business operations of the agency. Identified and assessed the emerging legislative and competitive trends and issues that impacted the agency's mission. Coordinated and implemented an agency-wide re-organization process that aligned with the expansion of services and vision of the agency. Lead the successful re-accreditation process to maintain certification. Developed, formulated and implemented internal policies, procedures and compliance plan that assured the adherence to established external laws, standards and guidelines. Provided ongoing compliance training to staff and board of directors to ensure integrity in agency operations. Researched, planned, submitted and implemented new and current programs for the agency through grant writing and other development activities, which yielded \$20 million of federal, state and/or local funds for agency services through the following areas:

- **Project Management:** Researched, developed, implemented, and enforced the use of systems that facilitated smooth work flows, equitable and efficient work allocation, quality control, monitoring and evaluation, and communication within and among programs as well as between external organizations. Lead multidisciplinary teams to implement profitable and strategic outcomes.
- **Financial Management:** Coordinated and oversaw financial management, including development of budget; authorized and monitored expenditure of contract funds; identified opportunities for cost savings and created a sustainable revenue source and capturing system for agency.
- **Human Resources:** Conducted human resource assessment to determine staffing needs; hired all program staff; trained program staff in the development of program strategy and strong technical leadership that met program goals and objectives; managed program staff in the implementation of position duties; and evaluated program staff in the efficiency and effectiveness of meeting program goals and objectives.
- **Program Administration and Compliance:** Created, approved and/or submitted evaluation reports to funding entities, Executive Director and Board of Directors; completed and submitted continuation reports to funding entities to sustain program funds and goals and objectives; identified and engaged community partners to provide capacity-building in meeting program goals and objectives; provided

public relation services including marketing and recruitment to meet program goals and objectives; identified, engaged and selected EHR vendors to implement a health information technology system that aligned with program goals and agency processes; and implemented an electronic health record and established a health information technology system that created efficiency and effectiveness.

EDUCATION

<i>Jacksonville University, Jacksonville, FL</i>	<i>Fall, 2020</i>
▪ Master of Public Policy (MPP)	
▪ JU Public Policy Institute Minority Fellow	
<i>University of South Florida, Tampa, FL</i>	<i>Fall, 2016</i>
▪ Certificate, Community Real Estate Development	
<i>University of North Florida, Jacksonville, FL</i>	<i>Summer, 2009</i>
▪ Master of Public Health (MPH)	
<i>Florida Agricultural and Mechanical University, Tallahassee, FL</i>	<i>Summer, 2004</i>
▪ Bachelor of Science (BS), Health Care Management – Cum Laude	

VOLUNTEER SERVICE & AWARDS

- Strategic Partnerships Steering Committee, Mayor’s Office, City of Jacksonville, 2018-present
- Baptist Jacksonville/South/Clay Ethics Committee, 2021-present
- Financial Faith Community Development Corporation, 2021-present
- Public Service Grant Council, Budget Subcommittee Chair, City of Jacksonville, 2016-2019
- Jean Ribault High School Advisory Council (SAC), 2018-present
- Parent, Teacher, Student Association (PTSA) President, 2018-2022
- Northeast Florida Long-Term Recovery Organization (LTRO), 2017-2020
- *Top 40 Under 40*, Jacksonville Business Journal, 2021
- Prevention, Intervention & At-Risk Youth Subcommittee, Transition Team, City of Jacksonville, Office of the Mayor, 2015
- Congressional Women Leader’s Recognition, National Women’s Month, U. S. House of Representatives, Congresswoman Corrine Brown, 2014
- National Innovation Award, Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services, 2013

ORGANIZATIONS

- Leadership Jacksonville, Class of 2014
- Alpha Kappa Alpha Sorority, Inc.
- J.R.E. Lee Chapter, Florida A & M University Alumni
- Master of Public Policy Alumni Association, Jacksonville University