

SUMMARY

- 20 years of experience in the nonprofit /government sector, 18 years as a senior manager, 10 of those as an executive
- Cross-system collaborator in varying fields of human services ranging from early childhood to adult education
- Experienced in the development, implementation, and dissemination of outcomes-based grant-making programs
- Conducted large-scale, statewide research and evaluation projects, collecting quantitative and qualitative data
- Assisted in the passing of important statewide legislation to improve quality and strengthen accountability in early learning

EDUCATION

Florida State University, Ed.D.

2014

Department of Educational Leadership and Policy
Major: Education Policy and Program Evaluation

Graduate Certificate, Issued by the Center for Global Engagement, FSU
Major: Global Pathways (Specialization in Global Issues)

Graduate Certificate, Issued by the Emergency Management and Homeland Security Program, FSU
Major: Emergency Management and Homeland Security

Virginia Polytechnic Institute and State University, M.S.

2005

Department of Human Development
Concentrations: Special Needs across Child and Adolescent Development and Community Agencies: Recruitment and Interviews

University of North Florida, B.S.

2004

Department of Psychology

EXPERIENCE

KIDS HOPE ALLIANCE, CITY OF JACKSONVILLE

2019 – Present

CHIEF ADMINISTRATIVE OFFICER

- Facilitate the operations of the organization in accordance with City Ordinances, City Charter, and all state and federal laws – including the planning, development, implementation, and delivery of an annual \$40 million RFP program for area nonprofits.
- Supervise department heads and administrative staff; directly overseeing employee hiring, training and performance evaluations.
- Perform financial and managerial analyses as required by the City pertaining to organizational operations and programs; evaluating data and making recommendations based on findings; and supervising the preparation of financial reports and projections – making presentations to City departments, including the Office of the Mayor and City Council.
- Actively engage with organization's board regarding the development and implementation of the organizational strategic plan.
- Facilitate problem solving at all levels in the organization; working with department heads and senior management to ensure effective coordination and cooperation among departments.
- Coordination of special projects for the organization – including planning, design, implementation and evaluation projects, management studies, introduction of new programs, and various professional services.
- Establish policies and procedures for all organizational functions and develop annual operating and capital budgets.
- Oversight of organizational marketing program, including the execution of special events and the development and implementation of marketing plans.

CHIEF PROGRAMS OFFICER

- In coordination with the Chief Executive Officer and executive team, played a key role in the overall development, strategic planning, service delivery, and management of the organization across multiple sites and departments.
- Direct oversight of RFP program for awarding over \$40 million in grant funds to area nonprofits on an annual basis.
- Directly supervised program directors; working with each department to improve across-agency collaboration and coordination.
- Oversaw grant-seeking activities of the department as well as the management of active grants from federal and state entities.
- Deployed resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort, and providing regular feedback so that key staff can continuously improve their supervision and mentoring skills.
- Participated in the budget development process and maintain a high level of fiscal responsibility.

UNIVERSITY OF NORTH FLORIDA

2020 – Present

ADJUNCT PROFESSOR

- Online instruction of multiple graduate level courses, including Early Childhood Policy and Law, School Finance, Early Childhood Education, School and Community Resources, and Social and Emotional Learning of the Young Child.
- Development of syllabus, cultivation of course content and experiences, class instruction, grading of assignments, and working individually with students in virtual environment.
- Collaborate with other department instructors on course efficiency, goal setting and metrics.

FLORIDA STATE UNIVERSITY

2020 – 2022

ADJUNCT PROFESSOR

- Online instruction of graduate level course: Evaluation of New Educational Programs and Practices
- Developed syllabus, cultivated course content and experiences, taught class, graded assignments, and worked individually with students in virtual environment.
- Collaborated with other department instructors on course efficiency, goal setting and metrics.

ASSOCIATION OF EARLY LEARNING COALITIONS, INC.

2017 – 2019

EXECUTIVE DIRECTOR

- Worked closely with AELC Chair, Executive Committee, and Coalition Executive Directors to facilitate the coordination and dissemination of information and best practices in early childhood education.
- Communicated with state and local partners and stakeholders, including extensive work with lobbyists, legislators and policymakers.
- Researched, prepared, and disseminated position papers, policy analyses, and information related to Early Learning issues.
- Planned coordinated, and facilitated AELC meetings and activities, including the dissemination of related materials, and provided organizational support to members.
- Represented the AELC (all 30 Early Learning Coalitions) at state and national conferences, meetings, and other opportunities.
- Coordinated organizational priorities and strategic plans with industry-specific contractors (i.e. lobbyists, etc.).
- Coordinated and managed annual Leadership Symposium (conference of over 300 ELC staff focused on industry best practices).

GRASSLANDS BREWING COMPANY

2015 – 2019

CO-FOUNDER/VICE PRESIDENT

- Co-founded community-focused, environmentally-conscious small business with husband.
- Managed all aspects of setting up a small business, including but not limited to: human resources, event management, community involvement, accounting, marketing, and more.
- Strategically positioned brewery as a community resource in addition to being a provider of high-quality beer.
- Worked with accountant to manage multi-million dollar budget and maintain sound fiscal responsibility to investors.

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CHILDREN'S FORUM, INC.

2006 – 2017

VICE PRESIDENT / HELP ME GROW FLORIDA STATEWIDE DIRECTOR

- Managed \$3 million Help Me Grow grant budget, including allocation, hiring and management of staff, and reporting to a governing board on the status of the program.
- Ensured training and technical assistance is provided to local 2-1-1 Help Me Grow affiliates via technical assistance site visits and quarterly technical assistance phone calls.
- Oversaw the coordination of the common database referral tracking system.
- Collaborated with state/community stakeholders to increase Help Me Grow visibility and development of relationships and partnerships.
- Coordinated the statewide public awareness campaign. This includes providing expertise and direction to the campaign, coordinating stakeholder input and Media/PR consultant material development, providing direction to local sites for their public awareness campaign, and providing general oversight.
- Participated in presentations, meetings, conferences, and other statewide activities to promote Help Me Grow and its desired objectives.
- Advocated on behalf of the program, as well as other initiatives benefiting children with disabilities to state legislators.

VICE PRESIDENT / CHIEF PROGRAMS OFFICER

- Managed staff of over 40 both locally and offsite on childcare policy and administrative grant initiatives including: 21st Century Community Learning Centers administrative project; professional development within a Quality Rating Improvement System; a Professional Development Registry, a Refugee Micro-development Family Child Care Home project; and other various initiatives.
- Acted as Operations Director of the agency assisting in improving Human Resources, company-wide professional development, and other strategic initiatives.
- Researched and crafted application for various funding opportunities for the agency.
- Conducted statistical analysis of various programs and report to funders.
- Managed contracts and large grants ranging from \$40,000 to \$2,000,000.
- Presented at state and national conferences on behalf of the organization and our research and advocacy work.

EXPERIENCE, CONTINUED

DIRECTOR OF PROGRAMS AND RESEARCH

- Managed staff of over 10 both locally and offsite on childcare policy initiatives including: professional development within a Quality Rating Improvement System; a Professional Development Registry, an Army Child Care in your Neighborhood Project; and other various initiatives.
- Researched and assisted in applying for funding opportunities for the agency.
- Developed and managed other grant proposals and awards such as Head Start technical assistance; disaster relief for children in Haiti; AmeriCorps volunteers; and many others.
- Conducted statistical analysis of various programs and report to funders.
- Managed contracts and large grants ranging from \$40,000 to \$2,000,000.
- Spoke with legislators on pertinent policy issues and developed white papers and issue briefs.
- Presented at state and national conferences on behalf of the organization and our research and advocacy.
- Served on the Board of the National Registry Alliance and provided feedback for growth to other organizations.

DIRECTOR OF RESEARCH

- Acted as Research Coordinator on the Partners in Education and Research for Kindergarten Success (PERKS) project, funded by the U.S. Department of Education (Early Childhood Educator Professional Development Grant).
- Served as the point of coordination for requests for research analysis and technical assistance from Florida Early Learning Coalitions and other interested stakeholders throughout the state.
- Developed and disseminated valid and reliable research and data on early childhood issues including professional development, academic assessment, workforce initiatives, etc. to the state.

FLORIDA STATE UNIVERSITY

2007 – 2011

GRADUATE RESEARCH ASSISTANT

- Assistant to Dr. Lora Cohen-Vogel, Department of Educational Leadership and Policy Studies. Funded by a grant from Institution of Education Sciences ("National Center on Scaling Up Effective Schools").
- Assisted with a large, multi-year research and reform effort focused on identifying the combination of essential components and programs, practices, processes, and policies that make some high schools in large urban districts particularly effective with students from traditionally low-performing subgroups.
- Worked in collaborative project teams that include policy scholars, sociologists, economists, and others from FSU and our research partners: Vanderbilt University, the University of Wisconsin, Madison and the Education Development Center.
- Conducted CLASS assessments on high school classrooms to determine high-quality learning environments and best practices for teachers.
- Worked with the Principal Investigator and Co-Investigators at FSU in planning and conducting fieldwork, preparing interview reports and analyzing data, drafting scholarly publications and conference presentations, and related duties.

TEACHING ASSISTANT / INSTRUCTOR

- Co-taught with another teaching assistant instruction of the course Introduction to Education for undergraduate students at Florida State University, particularly those interested in becoming teachers.
- Developed syllabus, taught class, graded assignments, and worked individually with students on completing the required 15 hours of service learning for the course.
- Managed classroom and acted as instructor.

EPISCOPAL CHILDREN'S SERVICES

2005 – 2006

RESEARCH PROJECT COORDINATOR

- Developed and managed strategy for grant writing and funding opportunities – foundation, corporate, and government grants.
- Designed and built research projects using sound research principles as well as managed large quantitative and qualitative studies.
- Oversaw agency and sponsored research programs and synthesized findings with agency specific reports with government and private data regarding early childhood initiatives.
- Prepared and wrote thought-provoking and insightful reports based on analysis; and interpreted, communicated and presented research results as needed.
- Managed grant budgets, acknowledgements, and reporting processes.

CHILD HEALTH AND DISABILITIES COORDINATOR

- Ensured health, dental and developmental needs for 200+ children at five Head Start centers over three counties, were met.
- Assisted families with children that had developmental disabilities by connecting them to appropriate professional agencies.
- Worked closely with Head Start staff to better understand the needs of children with developmental disabilities and how to serve them.

AWARDS AND RECOGNITION

- Recognized as a Girl Scouts of Gateway Council **Women of Distinction Honoree**, April 2022
- Selected to receive a **Trailblazer Award** from the College of Education at Florida State University for Fall 2019
- Was one of the final four candidates for an open Tallahassee City Commission vacant seat
- Selected as **member of Leadership Florida Education Class 4**, August 2018
- Recipient of **Jockey International Scholarship** to attend Parent Leadership Training through the **North American Council on Adoptive Children**, February 2018
- Selected as **member of Leadership Florida Connect Class 8**, August 2017
- Recognized as one of the **"25 Women to Know in Tallahassee"** by **Tallahassee Democrat**, February 2017
- Winner of a **Pinnacle Award** from **850 Business Magazine**, an honor for women who are a moving force in the business world and their communities, August 2016
- Selected as **member of Leadership Tallahassee Class 34**, May 2016
- Named **"Golden A.C.E."** (Authentic Community Engagement) in the Category of Entrepreneurship by the **Tallahassee Network of Young Professionals** for their **"Top 20 under 40,"** May 2016
- GrassLands Brewing Company won **Entrepreneurial Startup Business of the Year** by **Tallahassee Chamber of Commerce**, May 2014

COMMUNITY ENGAGEMENT

- **Board Member**, The River Club (2022-Present)
- **Fundraising Chair**, Northeast Regional Council for Leadership Florida (2022-Present)
- **Planning Committee Member**, Girl Scouts of Gateway Council (2022-Present)
- **Advocacy Committee Chair**, Women's Giving Alliance (2019 – Present)
- **GAL Volunteer**, Guardian ad Litem (2015-Present)
- **Fundraising Chair**, Northwest Regional Council for Leadership Florida (2018-2019)
- **Regional Vice President**, Florida Foster and Adoptive Parent Association (2017-2021)
- **Board Member**, The Children's Campaign (2015-2020)
- **Board Member and Chair**, Keep Tallahassee Beautiful (2015-2019)
- **Board Member**, Guardian ad Litem Foundation (2016-2018)
- **Council Member**, appointed to the District Advisory Council by Leon County School Board Member (2016-2018)
- **Commissioner**, appointed to the Tallahassee/Leon County Commission on the Status of Women & Girls by Mayor (2017-2019)
- **Commissioner**, appointed to the Tallahassee Minority Women and Small Business Commission by Mayor (2016-2018)

KEY SKILLS

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|---------------------------------------|--------------------------------|
| ✓ Grant Writing | ✓ Financial Analysis |
| ✓ Grant Management | ✓ Budgeting |
| ✓ Public Speaking | ✓ Lobbying |
| ✓ Training | ✓ Project Management |
| ✓ Research and Analytics | ✓ Process Automation |
| ✓ Leadership and Management | ✓ Data Analysis |
| ✓ Computer Proficiency | ✓ Marketing and Communications |
| ✓ Database Management | ✓ Contract Development |
| ✓ Organization and Prioritization | ✓ Attention to Detail |
| ✓ Technical and Non-Technical Writing | ✓ Collaboration |
| ✓ Problem Solving | ✓ Adaptability |
| ✓ Decision Making | ✓ Fundraising |
| ✓ Critical Thinking | ✓ Negotiation |
| ✓ Contract Management | ✓ Quality Improvement |