

SUMMARY OF QUALIFICATIONS

Extensive experience in nonprofit leadership; exceptional communication skills; history of success through collaboration; demonstrated excellence in team-building and in working with diverse partners.

WORK EXPERIENCE

Senior Manager of Finance and Operations, May 2018 to present **UP Partnership, San Antonio, TX:**

- Responsible for controller functions including bookkeeping, accounting, annual independent audit, financial reporting, and supervision of accounting vendor
- Partner with Senior Director of Investment and Sustainability to build, launch, and maintain policies and processes for: financial management; procurement; grant and contract development, execution, and reporting; data security; IT security
- Manage facilities, accounts payable, PEO vendor, and insurance coverage
- Partner with the Senior Director of Investment and Sustainability to create and monitor agency and program budgets

Executive Director, 2013 to 2017 **North Carolina Public Health Foundation, Raleigh, NC:**

- Guided development, executed and then assessed progress towards the Foundation's strategic plan
- Prepared and managed \$3.5 million budget
- Improved relationships with implementation partners and funders

Executive Director, 2012 to 2013 **Raleigh/Wake Partnership to End and Prevent Homelessness:**

- Led initiatives to increase efficiency and effectiveness of homeless service delivery system comprised of more than fifty agencies
- Collaborated with partners to institute systems change and increase adoption of best practices
- Supported Board efforts to increase transparency, heighten issue awareness and broaden support

Community Chapter Executive, 2010 to 2012 **American Red Cross, Carolina Piedmont Region:**

- Guided three chapters serving over 385,000 residents of Gaston, Lincoln and Cleveland Counties
- Consistently met or exceeded revenue and expense targets, ensured exceptional service delivery and expanded and improved community relationships
- Served as the chief fundraiser and managed a portfolio of major gifts donors

Executive Director, 2004 to 2010 **American Red Cross, Gaston County Chapter:**

- Grew agency revenues 35% over four years through increased United Way allocations, grant awards and expanded program services
- Established and strengthened partnerships (e.g. health department, social services, emergency management) to expand reach and improve capacity

Area Director, 2003, American Lung Association, Charlotte, NC:

- Directed operations, supervised staff and managed volunteers of ten-county area office
- Partnered with Carolinas Medical Center, area businesses and local/national celebrities to deliver summer children's camps and awareness-raising events

Director, North Carolina Tobacco Initiatives, 2000 to 2003

American Cancer Society, Raleigh, NC:

- Spearheaded interagency team which secured allocation of \$1.15 billion into state trust fund for health
- Through collaborative advocacy with state officials and decision makers, achieved establishment of \$18.6 million, three-year program for teen tobacco use prevention

Manager, Project ASSIST, 1996-2000

American Cancer Society, Raleigh, NC:

- Collaborated with the NC Division of Public Health, co-managing statewide program to prevent and reduce tobacco use
- Served as primary media contact and trained staff and volunteers in public speaking and advocacy

Director, Travelers Aid Division, 1995-1996

Triangle Family Services, Raleigh, NC:

- Recruited, trained and supervised staff
- Established new \$400,000/year HUD grant program for transitional housing
- Obtained \$20,000 in community funding for client financial aid

Travelers Aid Counselor, 1993-1995

Triangle Family Services, Raleigh, NC:

- Supplied crisis resolution casework services to homeless clients
- Oversaw family resettlement program, funds distribution and case management

Employee Assistance Program Coordinator, 1992-1993

Program Resource Institute, Dunn, NC:

- Expanded client portfolio by 17% through marketing and public relations
- Performed employee assessments and provided counseling, referrals and case management

Community Coalition Development Coordinator, 1990-1992

Tri County Community Health Center, Newton Grove, NC:

- Planned and coordinated a coalition to reduce substance abuse among migrant farmworkers
- Developed and conducted a comprehensive community needs assessment for the agency

OTHER EXPERIENCE

- **US Peace Corps Volunteer, Lesotho, Southern Africa, 1984-1985**
- **Blue Cross and Blue Shield of NC Healthy Community Institute for Non-Profit Excellence, 2003**

EDUCATION

Master of International Administration. The Program in Intercultural Management, School for International Training, Brattleboro, VT, 1993

BA, Biology. The University of North Carolina at Chapel Hill, 1984