

Profile Program consultant with over 20 years of experience providing grant writing, research, training, and evaluation services to nonprofits and their communities. Areas of work include public and affordable housing, social services, brownfield assessment and remediation, downtown revitalization, infrastructure, transportation, small business loan programs, asset development, returning offenders, and coop supermarkets. Specialize in identifying an organization’s overall goals and the needs of the population served to design a program, establish a budget, involve key stakeholders, secure funds, and evaluate success. Offer a hands-on, structured approach to getting projects completed as promised, both on time and within budget.

- Areas of Expertise**
- Writing & Grant Proposals
 - Program Evaluation
 - Entrepreneurship
 - Nonprofit Management
 - Community and Economic Development
 - Research
 - Public Engagement & Outreach
 - Training & Facilitation

Experience **Third Sector Associates, Burlington, Vermont**
Nonprofit Program Consultant, Principal, 1992 – present
Work with organizations who want to develop and fund programs. Research and design programs, raise funds, and make recommendations for program improvement. Assist organizations with strategic planning, policy development, and marketing.

- Grant Writing & Research: Raised over \$19 million in grant funding for twenty-four Vermont nonprofit and government agencies.
- Research & Studies: Conducted an organizational and program study for the Rutland Salvation Army. Undertook primary research for cancer survivor resources and manufactured housing infrastructure funding.
- Training & Facilitation: Presented over sixty workshops with topics ranging from grant writing to business planning. Facilitated strategic planning efforts and nonprofit retreats.

Addison County Regional Planning Commission, Middlebury, Vermont
Special Projects Coordinator, 1997-2000
Founded the "Grants Center" for member municipalities and raised \$250,000. Principal Planner for the Lake Champlain Byways Project.

Chittenden County Regional Planning Commission, Essex Junction, Vermont
Transportation Planner and Public Liaison, 1993-1997

Central Vermont Community Action Council, Barre, Vermont
Director, Micro Business Program, 1991-1992

Community & Economic Development Office, Burlington, Vermont
Coordinator, Minority Business Assistance Program, 1988-1990

Experience: **Champlain College**, Burlington, Vermont
Teaching *Adjunct Faculty Member, 2005-2006*
Developed and taught the course, "Strategic Research & Grant Writing" for two semesters.

Trinity College, Burlington, Vermont
Lecturer, 1997
Course: Introduction to Nonprofit Management

Education Master of Public Administration, Maxwell School, Syracuse University
Bachelor of Arts, Political Science, Middlebury College

Certifications Vermont Agency of Transportation, Woman-Owned Business Enterprise

Associations Vermont Community Development Association

Volunteer Positions *On-air Moderator/Guest Host, Channel 17 (2012-present).* Coverage of Town Meeting Day and general elections. Moderate debates and host sessions on ballot items and local budgets.

Vermont Beekeepers' Association (2010-2012). Membership Secretary and co-organizer of the 2012 Eastern Apicultural Society's Annual Conference in Burlington, Vermont.

Champlain Valley Office of Economic Opportunity's Growing Money Advisory Board (2009-2010). Volunteer for financial literacy program steering committee.

Mercy Connections' Women's Small Business Program (1998-2008). Volunteer on the Business Plan Review Committee that critiqued business plans for new entrepreneurs.

Community Capital of Vermont (2007-2009). Volunteer on the Northwest Regional Loan Board.

Vermont Children's Trust Foundation (2005-2006). Volunteer reader for Children's Trust Fund grant proposals.

Micro Business Program Advisory Board (2002-2004). Board member to the new iteration of the Job Start Board whose new purpose was to serve as a sounding board for the program.

Champlain Valley Office of Economic Opportunity's Job Start Regional Advisory Board (1996-2000, 2002-2004). Reviewed loan fund applications and served as a sounding board for the program.

Burlington Public Works Department (1998-1999). Commissioner appointed by the City Council.