

Profile

Non-profit executive and successful business development professional with focus on economic and community development, entrepreneurship, organizational development, adult and youth education, capacity building and gender specific issues for domestic and international agencies. Over 25 years experience working in project management, grants management, business development and client relations in domestic and international settings. Program management background includes adult education, microenterprise development, business coaching, training, curriculum development, program design and development, and monitoring and evaluation. Able to navigate and establish public/private/government partnerships to promote community and economic development. Advocacy experience on Capitol Hill with senior elected officials to advance agendas in telecommunications and the arts.

Professional Experience

Transformation through Entrepreneurship, Greater DC Metropolitan Area

President and Owner (1993 to present)

- Established organization that provides **consulting and training services** focused on capacity building and organizational development for nonprofit agencies. Emphasis on organizational assessments, professional and personnel development, fundraising, strategic planning, community development, monitoring and evaluation, community assessments, management coaching, communications, and gender issues to develop solutions to promote entrepreneurship, workforce development and improve effectiveness in the work place.
- **Grants and Project Management** for NGO's in all phases from proposal writing, reporting, monitoring, oversight, billing, fund disbursement, staffing, management and administration. Hire and direct project staff to maximize project and organizational goals with emphasis on sustainability and cross training of staff. Managed \$5M multi-year grants from Federal, State governments and private foundations including leading meetings and audits with stakeholders and funders. Collaboratively designed and instituted project to change internal budget and grants management system to maximize management capability and meet new funder requirements.
- **Executive Transition Service** to provide Interim Chief Executive Services for non-profit agencies offering transition leadership, program, grants, and financial management services. Conduct evaluations and community assessment to measure program impact. 2016 client included United Way of the Eastern Panhandle resulting in successful CEO search and placement.
- **Workshop design and facilitation**, topics include capacity building strategies for Microenterprise Development Organizations (MDOs), communications and teambuilding. Integrate use of Myers-Briggs Type Indicator and other organizational assessment tools to improve team effectiveness. Personal development seminars on stress management and integrating holistic principles in business and entrepreneurship.
- **Curriculum design** incorporating experiential learning strategies for youth and adult learning programs. Designed three curriculum for teaching entrepreneurial development skills to low-income clients specializing in women and youth in the US, Kenya and Ethiopia. Developed eLearning curriculum recommendations for online training program to support USAID Feed the Future Initiative.
- Partner with **domestic and international** firms for projects funded by USAID, CIDA and the SBA. Clients have included Weidemann Associates, International Youth Foundation, Digital Opportunity Trust, Making Cents International, Women Entrepreneurs of Baltimore, and Shore Bank Advisory Services. Example consulting projects include work in Amman, Jordan with WAEDAT and Young Entrepreneurs Association to establish a business mentoring program addressing gender solutions and creating a Best Practices Capacity Building Toolkit to implement entrepreneurial training programs worldwide for an international development firm.

Morgan Arts Council, Inc., Berkeley Springs, WV, a 501(c)3 organization

Executive Director (January 2012 – December 2015)

- Non-profit Executive Leader responsible for Business Development, Grants Management, Personnel and Financial Management, Program Monitoring and Evaluation. Conducted Community Assessment through surveys, focus groups and evaluation reviews to measure program impact. Manage 5 paid staff, over 100 volunteers and contract with over 40 artists yearly.
- Successfully raised \$300,000 for capital campaign in six months with individual, corporate and foundation sources. Grew organization revenue by 45% in two years by implementing economic development strategy known as **creative placemaking**; funded by National Endowment of the Arts, the State of West Virginia and high net worth individuals.
- Designed and implemented programs to promote local tourism that increased earned income by 15%.
- Redesigned youth programs to introduce Arts Integration and STEM programming directly in the public schools, thereby increasing the number of children served by 460%. Currently developing community solutions to combat 62% poverty rate by introducing new programming for public schools and innovative arts entrepreneurship education.
- Teamed with national cable provider and local government to form a public/private/government partnership to establish a public/educational/government digital access channel to launch video technology and broadcast training programming for older youth and adults.
- Liaison to Ice House Artists Co-operative that employs over 25 artists and crafters to display works in gallery setting and is part of a social enterprise to generate earned income.
- Advocate for the Arts regularly meeting with local, state and national leaders to promote the Arts in West Virginia.

Women Entrepreneurs of Baltimore, Inc. (WEB), Baltimore MD, a 501(c)3 economic development organization

Permanent and Consulting Positions (1993 – 2009)

Capacity Building Consultant

- Provided project management services and direct technical assistance to executive leaders of national MDOs to strengthen business practices, foster sustainability and increase the number of clients served and business starts. Convened national leadership seminar to provide networking and promote best practices.

Interim Chief Executive Officer

- Led organization with 17 staff through transition providing leadership, program, grants, and financial management services. Performed internal audits, transition planning and personnel management services including hiring new CEO.
- Business Development to secure \$1M yearly operating funding through federal government agencies at HHS, HUD, SBA, the State of Maryland, City of Baltimore and local foundations.

Director of Consulting Services

- Created new social enterprise initiative to support non-profit parent focused on consulting services for MDOs around the globe. Secured \$750K funding from SBA for 5-year program.
- Designed and implemented *MicroCatalyst! Program: Capacity building Solutions for MDOs*. Created unique capacity building initiative that served 17 MDOs across the US that combined individual organizational consulting, capacity building assessments, executive coaching to increase Executive Director accountability, and Leadership Forum, sponsored by the SBA.

Chief Operating Officer

- Established a team of 10 staff to implement entrepreneurial development program. Responsible for operations of program including program management, design, and evaluation, training and support services, community outreach, volunteer recruitment, and personnel management. Changed personnel management focus to outcome and performance based.
- Contract management responsibilities grew revenue opportunities by 1/3 in less than one year. Met or exceeded all grant and contractual requirements. Doubled size of program in one year to serve

over 250 clients of diverse socio-economic backgrounds. Over 80% of program graduates launched businesses to date.

Curriculum Designer, Course Facilitator and Business Coach

- Designed innovative experiential and holistic curriculum to teach entrepreneurial development and ICT (Information Communication Technology) skills to low-income individuals.
- Provided business coaching to new start-up businesses. Created linkages to establish volunteer corps of legal and accounting professionals.
- Successfully led 8 and 12 week intensive entrepreneurial training courses for low-income individuals achieving over 90% graduation rate as measured by completed business plans.

Education

- *Graduate Masters Programs*
 - *University of Philosophical Research, MA – Transformational Psychology – awarded May 2017, Los Angeles, CA*
 - *Liberal Arts – 1995 to 1996, College of Notre Dame of Maryland, Baltimore, MD (12 credits)*
 - *Administrative Science – 1987 to 1989, Johns Hopkins University, Baltimore, MD (12 credits)*
- *IBM Professional Development Courses (1984–1993)– over 1000 hours including: Financial Management, Management of the Information Systems Resources, Organizational Effectiveness*
- *Lehigh University, BSIE – Industrial Engineering – 1984, Bethlehem, PA*

Publications

- StartUp! Entrepreneur Training Curriculum, February 22, 2010, a 20 module entrepreneurial training program for international use with Women and Youth in Ethiopia and Kenya. Includes comprehensive Facilitator guide, 10 day Training of Trainers, and Participant Guidebook with Entrepreneur Toolkit. Developed for the Digital Opportunity Trust, Ottawa Canada on behalf of a project for CIDA.
- Implementation of a Mentoring Program for Entrepreneurs in Jordan, May 4, 2005, paper prepared as consultant to Making Cents, LLC in collaboration with Chemonics International Inc., prime contractor to USAID for the AMIR program in Jordan. Developed to support WAEDAT and Young Entrepreneurs Association mentoring program.
- Establishing a Mentoring Program Initiative to Serve Entrepreneurs in Jordan, December 21, 2004, paper prepared as consultant to Making Cents, LLC in collaboration with Chemonics International Inc., prime contractor to USAID for the AMIR Program in Jordan.
- The WEB Guide to Growing and Owning Your Business, September 10, 2004, a 420 page comprehensive holistic manual to starting and owning a business for low-income individuals with 125 page companion instructor manual. Included ICT training for financial management and start-up costs. Addresses gender specific issues for women in business.

Workshop Design and Facilitation

- Teaching Entrepreneurial Development Skills to Low-Income Individuals, Developed and facilitated two-day course for Association of Enterprise Opportunity Conference, Portland, Oregon, 2005.
- WEB Business Skills Training Course – Developed and taught 8 and 12 week courses to teach business and professional skills to low-income individuals, 1994, 2004 & 2008
- Myths and Realities of Entrepreneurship – Presentation created to support Maryland Department of Labor, Licensing and Regulation Self-Employment Assistance Program, 1998, 2004

Volunteer and Community Service Experience

- Board Member, United Way of the Eastern Panhandle (2017– present), Co-Chair United Way Day of Caring and Campaign Fundraising, Morgan County West Virginia (2016– present).
- Board Member, Vice-President – Morgan County Chamber of Commerce – (2013 – 2017).
- Chair, Political Action Committee, Continue the School Levy (2013).
- Morgan Arts Council (2010–2012), Co-Chair, Art & Elegance Signature Fundraiser.