

IMA N. TRANSITION

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SUMMARY

Director with 12 years of experience leading and managing nonprofit, youth-focused organizations. Unique expertise combining nonprofit management and business analysis skills. Focused on organization capacity and growth within the context of community engagement. Noted for building effective teams and providing hands-on leadership. Analytical, organized, detail-oriented with strong interpersonal and communication skills. Reputation for integrity and work of high quality.

EDUCATION

PRINCETON UNIVERSITY, Princeton, NJ

Woodrow Wilson School of Public and International Affairs

Master in Public Policy (M.P.P.)

Expected June 2016

Christian A. Johnson Endeavor Fellowship

UNIVERSITY OF WISCONSIN, Madison, WI

Bachelor of Arts – History

May 2010

EXPERIENCE

INDEPENDENT CONSULTANT, San Francisco, CA

Year - Year

Provided business management expertise, grant writing, and community planning and assessment to Bay Area nonprofit organizations.

- ◆ Facilitated strategic planning process and wrote implementation plan for a community-wide collaboration
- ◆ Researched funding opportunities and wrote grants soliciting financial support from private foundations
- ◆ Coordinated a community planning process, including a youth needs assessment in San Francisco's 3rd district

FOUNDING DIRECTOR

Year - Year

Community Bridges Beacon, San Francisco, CA

Developed and managed pilot school-based community center for disadvantaged youth and families, the first of eight centers responding to a citywide initiative to provide education, career development, leadership, visual and performing arts, recreation, and social and emotional health programming to inner-city residents.

- ◆ Identified business, staffing, and program requirements, addressing needs of youth population
- ◆ Raised more than \$3 million through grant writing and donor solicitation, receiving funds from federal, state, city and local private foundations
- ◆ Hired and directed staff of 25 in developing and coordinating programs serving 1,200 youth and adults annually
- ◆ Established and maintained collaborative partnerships with local community organizations, schools, government agencies, and businesses, creating community networks and strengthening relationships
- ◆ Managed, tracked, and assessed usage of \$800,000 budget
- ◆ Presented best practices in management and development, motivating further implementation of San Francisco Beacon Initiative and providing leadership consultation to new community-based centers

ASSISTANT DIRECTOR

Year - Year

St. John's Educational Thresholds Center, San Francisco, CA

Provided management and administrative support for school-based program and activities of this nonprofit, youth development agency serving the San Francisco inner-city.

- ◆ Hired and managed program staff providing educational and enrichment activities to youth in after-school program
- ◆ Negotiated contracts for communications system and office equipment for start-up program
- ◆ Managed, tracked, and assessed usage of \$150,000 program budget
- ◆ Facilitated collaborative relationships between agency, school officials and community organizations
- ◆ Produced community-wide events with attendance ranging from 250 to 700 people, providing service resources to community
- ◆ Designed marketing materials and press releases, raising community awareness of youth-based programs

PRODUCTION MANAGER

Year - Year

Breakthrough Foundation, San Francisco, CA

Managed all areas of operations for international teen intervention retreats, including site procurement, office set-up and management, budget management, accommodations, site maintenance, food service and security.

- ◆ Coordinated logistics for 12 retreats annually that combined personal development, experiential and outdoor pursuit training
- ◆ Trained and supervised local staff of 40 affiliated organizations in retreat planning, budget management, administration and goods and services procurement
- ◆ Managed volunteer staffs of 80-100 at each retreat, including training, support and coordination
- ◆ Developed operations manual and startup manuals for use by affiliated organizations in producing intervention retreats
- ◆ Performed administrative duties including program development and contract negotiation and management

LEADERSHIP

Board Member, San Francisco Women Against Rape, San Francisco, CA

Year - Year

Completed 3-year term as board member serving as secretary, treasurer and personnel committee chairperson.

TRAINING

University of California, Berkeley, CA

Children and the Changing Family Study Program, 2009

Interaction Associates, San Francisco, CA

Facilitative Leadership Training, 2009

PAPERS AND PRESENTATIONS

“Best Practices in Management and Development.” Journal of Non-Profit Management. May 2010

“Linkages Between School-based Community Centers and Decreased Youth Crime,” June 2009