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PROFESSIONAL EXPERIENCE

Executive Director - *Human Services Center Corporation* - Turtle Creek, PA. September 2004 to present. Primary responsibilities include leadership to, and administration of, major programs, advocacy, and funding development.

- ❖ Supervise all leadership staff across agency functions and teams.
- ❖ Implement human resource functions, including 360 degree performance review system based on internationally best practices of employee evaluation.
- ❖ Convene and lead strategic planning for all organizational aspects including: development/funding, finance and investment strategies, advocacy and lobbying, facility, marketing, technology, personnel, programming, and alternative revenue development.
- ❖ Responsible for all funding development by planning, promoting, implementing, and successfully exceeding goals for annual fund drives, events, special projects, capital needs, and multiple endowment campaigns.
- ❖ Develop organization's financial plan and budgets, including management of the agency's endowment.
- ❖ Direct advocacy efforts through a robust advocacy plan including agency engagement in coalitions such as Our Kids Our Commitment initiative for the Allegheny County Children's Fund (2018).
- ❖ Implement all public relations, annual reports, newsletters, and interface with multiple government funding streams, as well as the United Way.
- ❖ Direct the Mon Valley Providers Council, a formal alliance of over 70 dues-paying human service agencies working collaboratively toward alleviating major gaps in services.
- ❖ Represent the agency in multiple affiliations and networks, including but not limited to: United Way, Leadership Pittsburgh, the universities, Chambers of Commerce, Allegheny County Department of Human Services, and a variety of other partnerships that represent and benefit the agency's interests.
- ❖ Mentor ongoing pool of student interns and develop their professional skills for career placement.
- ❖ Engage in exploration and implementation of physical expansion, including facility review and business planning elements of due diligence to facilitate the process as well as current facility management.

Director - *Advancing Academics* - Turtle Creek, PA. February 2006 to present. Primary responsibilities include founding and leading the development of a relatively new nonprofit to assist high-achieving, low-income high school seniors to gain access to, and funding for, higher education.

- ❖ Authored initial and subsequent business plans based on a SCORE model.
- ❖ Navigated all legal processes for initial incorporation and tax exempt status.
- ❖ Secured three year start-up funding and ongoing support, and (within the first year) diversified future funding base.
- ❖ Developed all initial protocols and delivery processes, including service delivery, scholarship search, quality control, and a mentoring program for the duration of each student's college experience.
- ❖ Engaged partner organizations to provide the supply of youth to be served, and now serve as the liaison with each partner in an ongoing capacity.
- ❖ Supervise all leadership staff across agency functions and teams.
- ❖ Explore government streams of funding for long-term viability and growth in the marketplace.
- ❖ Manage essential business partnerships with critical agencies such as school partners, PHEAA, and the Mentoring Partnership of Southwestern Pennsylvania.
- ❖ Evaluate and promote success based on established indicators and benchmarks.

Associate Director - *Human Services Center Corporation* - Turtle Creek, PA. September 1993 to September 2004. Primary responsibilities include administration of major programs and funding development.

- ❖ Responsible for all funding development by planning, promoting, implementing, and successfully exceeding goals for: the agency's first-ever Community Campaign to establish an endowment for the facility; a Capital Campaign; all annual fund drives; and, a recent major endowment campaign (second one during tenure).
- ❖ Attained national attention for agency's unique work toward establishing an endowment as a small nonprofit.
- ❖ Directed the Mon Valley Providers Council, a formal alliance of over 70 dues-paying human service agencies working collaboratively toward alleviating major gaps in services.
- ❖ Represented the agency in multiple affiliations and networks, including: United Way, Leadership Pittsburgh, the Universities, Chamber of Commerce, Allegheny County Department of Human Services, and a variety of other partnerships that represent and benefit the agency's interests.
- ❖ Mentored ongoing pool of student interns and develop their professional skills for career placement.
- ❖ Coordinated network and outreach services, including supervision of staff.

Planning Associate (part-time) - *Special Needs Task Force of the United Jewish Federation* - Pittsburgh, PA. June 1992 to December 1999. Organized and staffed the Special Needs Task Force. Developed an implementation plan for a study of elderly services by researching other communities to determine future local housing initiatives. Prepared minutes and agendas for meetings, coordinated projects of committee, assisted in proposal preparation, and organized at the macro level. Secured funding for major two-year special needs/education project in September 1994, and smaller projects thereafter. Position entailed elaborate work with community members and community institutions.

Project Director - *Mon Valley Providers Council* - Turtle Creek, PA. January 1993 to September 1993. Responsible for empowering representatives of over 70 social service agencies/programs to collectively assess, plan, and carry out a human services agenda for the Mon Valley. Facilitated quarterly forums, a Steering Committee, five Working Groups on substantive issues in social services, and the preparation of a quarterly newsletter. Developed and administered collaborative programs to pursue avenues of funding. Supervised student interns and work experience staff.

Housing Services Coordinator - *Affordable Housing Bank - Human Services Center Corporation* - Turtle Creek, PA. August 1991 to December 1992. Responsible for housing services provision to low-income families. Coordinated project and developed resource base for clients. Developed proposal and secured ongoing funding for project.

Services Coordinator - *East Suburban Pantry Network* - Turtle Creek, PA. September 1990 to August 1991. Supervised 30 volunteers while administering programs and activities. Performed fundraising including grant writing.

EDUCATION

Performance Management for Nonprofit Organizations (PMNO), Harvard Business School, June 2005.

Master of Public Administration, Graduate School of Public and International Affairs, University of Pittsburgh, Pittsburgh, PA. Certificate in the Management of Nonprofit Organizations, April 1993.

Master of Social Work in Community Organization, University of Pittsburgh, Pittsburgh, PA. April 1993.

Bachelor of Arts in Social Work, University of Pittsburgh, Pittsburgh, PA. April 1991.

AWARDS

Advocacy Award – Allegheny Partners for Out of School Time (APOST), June 2019.

Student's Choice Award – awarded to faculty as recognized by the students, University of Pittsburgh, 2018 & 2009.

Network for Social Work Management Exemplar Award – national recognition for commitment to Leadership and Management Competencies, June 2017.

Auberle Community Partner Award – for partnership with Employment Institute, April 2015.

Inaugural Recipient of the Sargent Shriver Award Community Service Award (statewide award) – Community Action Agency of Pennsylvania, April 2012

2010 Outstanding Field Instructor – University of Pittsburgh School of Social Work.

2010 SHIPMATE of the Year – McKeesport Healthier Communities Partnership.

2009 4 Under 40 Recipient – University of Pittsburgh Graduate School of Public and International Affairs (**inaugural**).

40 Under 40 Honoree – *Pittsburgh Magazine* and PUMP, November 2007.

Pennsylvania Delegate to the National Nonprofit Congress (one of six statewide) - October 2006.

Wishart Award for Nonprofit Management Excellence – bestowed upon Human Services Center Corporation - October 2004 (initiated award nomination and responsible for full application, site review, etc.).

2001 Regional Business Alliance Chamber All-Star Award Recipient (inaugural year).

1997-1998 Dove Fellowship Recipient (1 of 5) – Indiana University, Center on Philanthropy in Indianapolis.

CURRENT AFFILIATIONS

Member, *The Leap Ambassadors Community* - committed to high performance – May 2019 to present.

Member, *Jefferson Community Collaborative Vision Council* – January 2019 to present.

Co-Advisor, *Community/Neighborhoods Session of Leadership Pittsburgh* – January 2019 to present.

Member, Nonprofit Organization Research Panel (NORP) - national endeavor – January 2019 to present.

Member, *Rapid Response Advocacy Team, National College Attainment Network* – January 2017 to present.

Board Director, *Partner4Work*, member of the *Governance Committee and Finance Committee* - 1999 to present.

Member, *Dean's Advisory Council, Graduate School of Public and International Affairs, University of Pittsburgh* – 2009 to present and *Dean's Executive Council, School of Social Work, University of Pittsburgh* – 2008 to present.

Executive Committee Member, *Allegheny Partners for Out of School Time (APOST)* – 2014 to present.

Board Director, *Pantry Network of Eastern Suburbs* - 2000 to present. Secretary – 2010 to present.

Field Instructor, *University of Pittsburgh School of Social Work* - 1993 - present.

Alumni, *Human Services Executive Academy - Class I* - 1997 - 1998.

Alumni, *Leadership Pittsburgh - Class XIII* - 1996 – 1997 and *Leadership Development Initiative – Class I* - 1994.

SIGNIFICANT PAST AFFILIATIONS

Co-Chair, *Magic of Mentoring fundraising event for the Mentoring Partnership* – January 2019 to October 2019.

Committee Member, Allegheny County Children's Fund: a Working Group of County Executive Rich Fitzgerald to recommend strategies for a children's fund in Allegheny County – February 2019 to October 2019.

Committee Member, Network for Social Work Management Human Services Management Competencies, to revise the competencies for international use – August 2017 to December 2018.

Committee Member, Grantmakers for Effective Organizations – 2013 to 2014 and 2017 Board Retreat.

Board Member, *Family Support Policy Board, Office of Child Development* – September 2013 to 2018.

Founding Advisory Team Member, *Greater Pittsburgh Nonprofit Partnership* – January 2006 to December 2013.

Founding Board Director, *Regional Business Alliance Foundation* - 2000 (inception of agency) to December 2005, President - 2000 to 2004; and *New Century Careers* – 2001 (inception of agency) until 2004.

Community Development Committee, *Century Heritage Federal Credit Union* - November 2006 to 2013.

Member, Steering Committee, *McKeesport Collaborative* - 1998 - 2000 and 2003 to 2011.

ADJUNCT FACULTY

University of Pittsburgh Adjunct Faculty, School of Social Work for *Advocacy and Lobbying* – Fall Semesters 2013 to present.

University of Pittsburgh Adjunct Faculty, Graduate School of Public and International Affairs and College of General Studies for *Human Resources Management in Nonprofit Organizations* – Spring Semesters 2009 to present.

University of Pittsburgh Adjunct Faculty, School of Social Work for *Social Administration* - Fall Semester 2007, Spring Semesters 2008 to present.

University of Pittsburgh Adjunct Faculty, Graduate School of Public and International Affairs and College of General Studies for *Fundraising for Nonprofit Organizations* - Fall Semesters 2007 to present.

SELECTED CONSULTING PROJECTS/PAST FACULTY/PUBLICATIONS

Advocacy and Lobbying Workshops, Planning, and Keynote Presentations for dozens of organizations, state-wide associations, county government, and the sector as a whole (examples include but are not limited to: Community Action Association of PA, Healthy Start Inc., Family Support Policy Board, Western PA Superintendent's Forum, Jefferson Regional Foundation, University of Pittsburgh Leadership Portfolio Program and School of Social Work Continuing Education, Greater Pittsburgh Nonprofit Partnership, Mon Valley Providers Council) – 2005 to present.

Featured Leadership Profile in *Leadership with Impact (Araque and Weiss)* – 2019.

Planning Consultant to The Forbes Funds for mentoring of nonprofit leaders in learning circles through LEAP PIOSA/PI – November 2017 to December 2019.

Planning Consultant to Focus on Renewal for board assessment and development – February 2015 to April 2015.

Planning Consultant to The Forbes Funds and Glen Hazel Community Resident Management Corporation for mentoring of a community leader and training of the board in the organization's development – April 2013 to July 2014.

University of Pittsburgh Adjunct Faculty, School of Social Work for *Organizations and Public Policy* - Fall Semester 2013.

Consultant to McKeesport Hospital Foundation for access to health care community assessment which engaged over 700 people in one month to attain primary data on the needs of the region - November 2010.

Planning Consultant to Pittsburgh Partnership for Neighborhood Development (now Neighborhood Allies) for Capacity Building with The Hilltop Alliance – January 2010 through April 2010.

Planning Consultant to Pine Richland School District for *tax exempt planning for district groups* – March 2009.

Planning Consultant to The Forbes Funds and Pittsburgh Partnership for Neighborhood Development for Capacity Building and Proposal Assistance to three City of Pittsburgh Community Development Corporations (*Successfully attained \$75,000.*) – March 2008 through March 2009.

Planning Consultant to Auberle for *Chief Development Officer Search* - November 2008.

University of Pittsburgh Adjunct Faculty, Graduate School of Public and International Affairs for *Management of Nonprofit Organizations* - Spring Semester 2007.

Planning Consultant to Auberle for *Mental Health License Research* - October 2006.

Planning Consultant to Auberle for *Director of Education Search* - June 2006.

Organizational Consultant to UPMC McKeesport/McKeesport Hospital Foundation for *In-Home Provider Project of SHIP to implement pilot project funded by the Pennsylvania State Health Department (Secured planning grant of \$10,000 for implementation and consulting fees.)* - March 2004 to March 2005.

Planning Consultant to Auberle for *Chief Development Officer Search and Educational Innovation Tax Credit Application (Secured PA Department of Community and Economic Development EITC Tax Credit status for two programs.)* - February 2005 to May 2005.

Consultant to UPMC McKeesport/McKeesport Hospital Foundation for *grant writing services for the PA Department of Health and U.S. Department of Housing and Urban Development for Continuum of Care funding (Successfully attained \$125,000.)* – March 2003 to June 2003.

Organizational Consultant and Trainer to UPMC Braddock for *Collaborative Partnership between UPMC and the Allegheny County Housing Authority serving 18 senior hi-rise communities* - February 2002 to October 2002.

Consultant to UPMC McKeesport/McKeesport Hospital Foundation for *grant writing services for the PA Department of Health Tobacco Settlement Request for Applications (Successfully attained \$241,000.)* - March 2002.

University of Pittsburgh Adjunct Faculty, Graduate School of Public and International Affairs and College of General Studies for *Administration of Nonprofit Organizations* - Fall Semester 1999, Spring Semester 2000, Fall Semester 2000, Fall Semester 2001.

University of Pittsburgh Adjunct Faculty, Urban Studies Department in the College of Arts and Sciences for *Urban Studies Research Seminar* - Spring Semester 2000.

University of Pittsburgh Co-Faculty, School of Social Work for *Community/Human Services Organizing (Program Planning and Implementation for Community Services)* - Fall Semester 1996 and 1997, Summer Session 1998, Spring Semester 2000.

Dove Fellowship Manuscript: Raising Endowment Funds for Small Nonprofit Organizations, Indiana University Center on Philanthropy - April 1998.

Journal Article: Mini Pledges Pay Off Huge Dividends, The Registry - June 1998.

Presenter on Endowment Funds for Small Nonprofit Organizations at the National Society of Fundraising Executives (NSFRE) Annual Conference in Philadelphia - March 29, 1998.

Presenter on Endowment Funds for Small Nonprofit Organizations to the Faculty of the Fundraising School at the Indiana University Center on Philanthropy in Indianapolis, Indiana - November 1997.