

WORK EXPERIENCE

Executive Director

Jan 2018 - Present

Destiny Arts Center, Oakland, CA

- Provide vision, leadership, and oversight for nonprofit organization teaching youth to inspire and ignite social change through dance, martial arts, theatre and media arts
- Oversee all aspects of organizational operations, including Development, Strategic Planning, HR, Finance, Marketing/Communications, Program Development and Evaluation
- Oversee 3.7M annual operating budget, raising revenue each year through contributed, earned and government funding
- Lead a team of 19 administrative staff, 40 teaching artists and instructors, and 6 direct reports

Deputy Director

May 2015 – Jan 2018

Destiny Arts Center, Oakland, CA

- Manage all financial, HR, administrative and operational functions of the organization
- Create and oversee organizational financial plans including developing and monitoring annual budget as it relates to programmatic goals
- Work with development team and program directors and managers to create and oversee budgets for grants, contracts, and/or general funds; generate financial reports
- Oversee payroll, accounts payable and receivable; review and reconcile financial statements, oversee annual audit
- Lead performance evaluation process and provide staff with professional development opportunities
- Lead employee recruitment by placing ads, culling responses, making top candidate recommendations, conducting phone interviews and in-person interviews
- Prepare new employee paperwork and conduct orientations
- Oversee hiring new employees including conducting background checks, determining eligibility, benefits, etc.
- Oversee office computers, equipment and IT infrastructure
- Ensure fair hiring practices and promote an organizational culture that fosters cooperation, communication, teamwork and trust
- Develop and foster an environment to maximize employer growth and retention.
- Oversee building repairs and maintenance

Director of Business Administration/Fundraising

August 2010-May 2015

Labor Occupational Health Program (LOHP)

UC Berkeley School of Public Health

- Manage business operations unit (including payroll, human resources, project/annual budgets, pre-award/post-award fund management, financial reporting, invoicing, IT, LOHP office management)
- Manage 1.5 million dollar annual operating budget
- Oversee all funding development for LOHP, including: identification of new funders, grant writing, development of marketing material, proposal submission, managing relationships with current funders
- Responsible for creation of new systems and processes to enhance organizational health and overall effectiveness of LOHP
- Serve as senior member of LOHP Leadership Team and direct organizational priorities
- Work with LOHP Director to lead organizational strategic planning process
- Serve as liaison between LOHP, School of Public Health, UC Berkeley departments and UC System to ensure effective communication and organizational effectiveness

Executive Director

January 2005-Present

Creative Arts Workshops for Kids

- Responsible for all strategic visioning, program oversight, fundraising, marketing, board management and administrative oversight of 501c3 non-profit organization that uses the visual and performing arts to teach life skills to children and teens in Northern Manhattan
- Expanded numbers of youth served through CAW programming from 250 in 2004 to 1000 in 2007
- Expanded CAW programs to include new afterschool program at 5 DOE partner schools, doubled size of Saturday and Summer Programs, expanded program service area from East Harlem to Central Harlem and Washington Heights
- Increased program revenue from 45K in 2004 to 260K in 2007
- Established partnerships with 30 community partners, including New York Cares, Abyssinian Development Corporation, Studio Museum of Harlem, Hope Community, Inc., NYCDOE, Children's Aid Society, etc.

Coordinator of Health Education

September 2003 – December 2004

The Center for Community Health and Education, New York Presbyterian Hospital, New York, NY

- Collaborate with New York City public schools to develop and implement school-based sexual and reproductive health education for over 2000 six to twelfth grade students in six New York City public schools in Washington Heights and Harlem
- Oversee all components of state-funded Tobacco and HIV prevention programs, including curriculum development, implementation, staff support, budgeting, program reports, developing community advisory boards, evaluation and annual work-plans
- Develop risk reduction group curriculum for middle/high school students for use in school-based clinic settings
- Develop and manage collaborations with partner organizations to provide youth development opportunities for public school students, including Global Action Project, the American Lung Association and Reality Check
- Coordinate school/community wide events aimed at raising health awareness of students and parents in Washington Heights and creating opportunities for youth to publicly showcase work, including Kick-Butts Day, World Aids Day, monthly health observances, Condom Awareness week, the 'George Washington Community Health Fair' and the 'First Annual Screening in the Heights'
- Research and disseminate health education updates for professional development of program staff

Program Officer

The New York Academy of Medicine, Office of School Health Programs, New York, NY

February 2003-Sept. 2003

- Responsible for solicitation of new donors to support health education programs including Comprehensive Health and Safety Education, Asthma Education in New York City Public Schools, Moving from Crisis to Hope and Well-Being, The Wonders of Skin and Junior Fellows
- Responsible for ongoing grants management for department
- Co-developed and conducted trainings on Mental and Emotional Health for 400 public school teachers
- Developed and conducted parent workshops on stress management in participating school districts
- Developed new programming aimed at using art to empower youth
- Assisted in designing of evaluation tools to determine effectiveness of programming

Associate Program Director/Summer Program Director

Citizen Schools, Boston, MA

May 2000-August 2001

- Managed and supported 12 full time campus directors during summer program
- Trained and provided on-going coaching for new campus directors
- Designed program curriculum and implemented innovations in overall program structure
- Developed and facilitated trainings/curriculum workshops for veteran and new staff
- Supervised central processes around enrollment and registration of students into program
- Led creation of pilot summer school collaboration with Boston Public Schools and Citizen Schools
- Supervised hiring of summer high school interns
- Developed curriculum and taught art-based workshops for 9-14 year old program participants
- Facilitated community retreats with parents, educators and community members at various campuses
- Member of events planning team for organizational fundraising events

Campus Director

Citizen Schools, Boston, MA

January 1998-May 2000

- Led and managed apprenticeship based educational after-school enrichment program for 100+ students ages 9-14 at the Washington Irving Middle School in Roslindale, MA
- Responsible for management, training and professional development of 20+ staff annually.
- Developed, supervised and implemented curriculum for all program elements.
- Recruited volunteers, students, parents and community members.
- Established collaborations with local community organizations
- Managed \$250,000 campus budget, collection of tuition, and maintained compliance with OCCS
- Responsible for ongoing program evaluation
- Developed organizational policy and trained campus directors on warning signs of emotional/physical/sexual abuse and neglect and use of 51A's
- Developed and implemented creative art groups for 9-14 year olds to improve self-efficacy
- Member of events planning team for organizational fundraising events

Social Worker**Urban League of Rhode Island, Providence, RI**

August 1997-January 1998

- Coordinated pregnancy prevention based after school program
- Developed and taught life-skills/abstinence based curriculum to 30 6th grade students
- Provided individual and group counseling for referred students
- Co-organizer of Pregnancy Prevention Conference for Spring 1998
- Served as liaison between families, school, Urban League and community
- Developed curriculum and taught units on Violence Prevention and Art History

EDUCATION**Masters of Public Health, Columbia University, New York, NY**

February 2003

Concentration: Population and Family Health

Graduate Research Assistantship: Free To Grow, Columbia University

Graduate Internship: Harlem Children's Zone, New York, NY

Certificate in Creative Art Therapies, The New School, New York, NY

Currently enrolled

Masters of Social Work, Rutgers University, New Brunswick, NJ

May 1997

Concentration: Children and Families

Cumulative GPA: 3.8/4.0

Bachelor of Arts in Social History and Art History, Boston University, Boston, MA

May 1993

University Professors Honors Program, Graduated Cum Laude, 3.5/4.0

Honors Thesis: The impact of World War I upon the work of F. Scott Fitzgerald

SKILLS AND INTERESTS

Working knowledge of Spanish, proficient in Microsoft Office/Excel/Outlook/PowerPoint, cooking, traveling

REFERENCES AVAILABLE UPON REQUEST