



CURRENT AND PAST CLIENTS

THE METROPOLITAN COUNCIL FOR EDUCATIONAL OPPORTUNITY (METCO), *Boston, MA*

Strategic Planning Consultant (2020)

Designed and facilitated a Virtual Professional Development Training for approximately 100 Superintendents, School Directors, and other members of the METCO Leadership team to support the organization's **Anti-Racism Initiatives**.

DUDLEY STREET NEIGHBORHOOD INITIATIVE, *Boston, MA*

Strategic Planning Consultant (2020)

Designed and facilitated a half-day strategic visioning meeting for staff.

Planning Consultant (2015)

Designed and facilitated a daylong strategic visioning meeting for the leadership team.

EDVESTORS

Instructor/Professional Development Coach, Summer Arts Internship Program (2020)

- Design and deliver the **Professional Development & Coaching Component** of the 8-week program
- Facilitate **one lecture** and **five interactive small-group discussion sessions** each week for a cohort of 30 interns
- Provide **one 1-hour coaching session** to each intern over the course of the program
- Facilitate **one 1-hour group coaching check-in session** with all interns three months after the program has ended.

UNIVERSITY OF THE DISTRICT OF COLUMBIA SCHOOL OF LAW, *Washington, DC*

Event Coordinator: 2019 Charles J. Ogletree Champions of Justice Awards Gala

Location: Grand Hyatt Hotel Independence Ball Room

Attendance: 230 Guests

External Honoree: **Sherrylin Ifill, Esq., National Director N.A.A.C.P Legal Defense Fund**

HARVARD UNIVERSITY PHILLIPS BROOKS HOUSE ASSOCIATION, *Boston, MA*

Workshop Facilitator (2019)

Facilitated 6-hour **Live by Design** Training for STRIDE Community Service Program Participants

Retreat Facilitator (2017)

Facilitated a half-day strategic planning session for the PBHA board of directors.

Workshop Facilitator (2012, 2014, 2016)

Facilitated 2-hour **Live by Design** Training for STRIDE Community Service Program Participants

C.E.O. YOU PROFESSIONAL DEVELOPMENT TRAINING INSTITUTE, *Washington, DC*

Co-Founder/Lead Trainer (2018 – Present)

C.E.O. You is a two-day professional development program for new and established entrepreneurs that provides training in the areas of vision building, brand development, strategic planning.

ACTION FOR REGIONAL EQUALITY/ON THE MOVE TRANSPORTATION COALITION

Boston, MA

Strategic Planning and Executive Search Consultant (2017- 2018)

Providing services to support the merger of the two coalitions. Facilitated exploratory conversations with representatives from each Coalition to identify the potential pros and cons of the merger and other critical issues; crafted language to create the new mission statement. Currently assisting with the search for the Coalition's first Executive Director.

Strategic Planning Consultant (2017)

Managed planning for the merger with On the Move Transportation Coalition. Work included one full-day strategic planning meeting with potential partners and ongoing executive coaching and strategic advising.

Development Consultant (2014)

Conducted internal organizational assessment, facilitated strategic planning discussion with Steering Committee, and developed a boilerplate Letter of Inquiry. Conducted preliminary prospect research for potential institutional donors.

GREATER FOUR CORNERS ACTION COALITION, *Boston, MA*

Trainer (2018)

Conducted a fundraising training session for newly elected board members.

Board Assessment Consultant (2017)

Led the Board of Directors through its second assessment initiative. Work included the facilitation of a daylong strategic planning session.

Strategic Planning Consultant (2014)

Facilitated a 2-hour fundraising and development strategic discussion for Steering Committee.

ROXBURY HISTORICAL SOCIETY, *Boston, MA*

Retreat Facilitator (2017)

Facilitated a full-day strategic planning session for the board of directors.

RACE IN THE MARKET PLACE (RIM), *Washington, DC*

Retreat Facilitator (2017)

Planned and facilitated a 2-day strategic planning session for the inaugural meeting of this international network of researchers and scholars of color.

CLINTON HEALTH ACCESS INITIATIVE, *Boston, MA*

Teambuilding Consultant (2016)

Designed and facilitated daylong teambuilding session for the TB team with an emphasis on conflict resolution, and cultural competency

PARTNERS IN HEALTH *Boston, MA*

Diversity & Inclusion Strategic Planning and Executive Search Consultant (2015)

Worked with the Diversity and Inclusion Committee and Human Resources Managers to conduct a national search for the organization's first Chief Officer of Diversity and Inclusion. Tasks included, but were not limited to: assisting with the development of the job description, screening resumes, interviewing candidates (in person and via Skype), identifying outlets to advertise the position, and making recommendations for the final hire. Facilitated training sessions/discussions for the Executive Leadership Team as well as all staff sessions. Conducted one-on-one interviews with staff at all levels of the organization. Provided professional and personal coaching to staff as needed/requested.

N.A.A.C.P. *Boston, MA*

Facilitator (2015)

Facilitated **Leadership Development Workshop** for 25 participants of the **Youth Pipeline to Leadership Program**

TEMPLE UNIVERSITY HARRISBURG, *Online*

Adjunct Faculty Member, International Nonprofit Training and Leadership (INTL) program (2015)

Utilized the WebEx platform to conduct live remote sessions for students in the US and Japan.

Courses:

- **Financial Management for Nonprofit Organizations** (*Harrisburg. campus*)
Lectures
- **Fundraising without Borders: Proven Strategies to Maximize Your International Fundraising Program.** (*Harrisburg & Japan campuses*)
- **Diversity & Leadership In Nonprofit Organizations** (*Harrisburg & Japan campuses*)

ON THE MOVE GREATER TRANSPORTATION COALITION *Boston, MA*

Organizational & Development Consultant (2012 – 2014)

Conducted 360^o organizational assessments, which included one-on-one interviews and group meetings with staff, board members, youth staff, and general members.

TJX COMPANIES, INC. *Boston, MA*

Organizational & Development Consultant (2014)

Conducted a 360^o organizational assessment of TJX's **Youth Business Initiative**. Included one-on-one interviews and group meetings with frontline staff, senior TJX executives, board members, and program graduates.

JOSE MATEO BALLET THEATER, *Cambridge, MA*

Facilitator (2014)

Facilitated 1-hour diversity/inclusion workshop as part of its annual **Dance Against Racism Initiative**

CHURCH OF ST. MARTIN DE PORRES *Leesburg, VA*

Facilitator (2013 & 2014)

Conducted half-day **Woman's Worth Workshop** for its annual woman's retreat.

NATIONAL SPEAKERS ASSOCIATION (NSA), Philadelphia, PA

Facilitator (2013)

Facilitated a *Live by Design* workshop for NSA Youth Program during its annual conference.

NEW SECTOR ALLIANCE, Boston, MA

Workshop Leader/Trainer – 3 sessions ((2010)

Topic: Cultural Diversity and Personal Identity in the Nonprofit Sector

ALTERNATIVES TO COMMUNITY & ENVIRONMENT (ACE), Roxbury, MA

Organizational & Development Consultant (2009)

Conducted a 360^o organizational assessment, which included one-on-one interviews and group meetings with staff, board members, youth staff, and general members.

THE YOUNG PEOPLE'S PROJECT, Cambridge, MA

Grant Writing & Development Consultant (2009-2011)

Assisted with grant proposals, special events, and general strategizing around fundraising and development needs. Provided coaching to site directors and staff and supported the creation of a network-wide Fundraising & Development Plan.

ORGANIZERS' COLLABORATIVE, Boston, MA

Conference Coordinator (May 2006 – July 2006)

7th Annual Grassroots Use of Technology Conference

Location: University of Massachusetts (Boston)

June 17, 2006 Attendance: 180 Guests

Special Guest: **Mel King**

FRESH YOUTH INITIATIVES New York, NY

Event Coordinator, Grand Opening Celebration (April 2006 – May 2006)

Attendance: 200 guests (morning and evening sessions combined)

Special Guest: **Congressman Charles Rangel**

EPILEPSY FOUNDATION OF GREATER NEW YORK, New York, NY

Event Coordinator, 6th Annual Carnivale in the City (January 2006 – March 2006)

Location: Club 101

Attendance: 220 Guests

GOVERNANCE MATTERS New York, NY

Conference Coordinator (August 2005 – November 2005)

2005 Biennial Conference: Ethics Matters! The Dilemma of Decisions

Location: The Helen and Martin Kimmel Center for University Life, New York University

November 1, 2005 Attendance: 200 Guests

GREEN GUERILLAS, New York, NY

Development Consultant (2003- 2006)

Provided assistance and counsel on all development areas, including grant writing, donor cultivation, and event management.

SOUTH END/LOWER ROXBURY YOUTH WORKERS ALLIANCE *New York, NY*

Meeting Facilitator (2001-2006)

Annual Two-Day Members Retreat

Whispering Pine Conference Center (Rhode Island)

Attendance: 25-30 members

NEW YORK STATE BLACK GAY RESEARCH GROUP *New York, NY*

Conference Planner (2003)

2003 Summit on Black Gay Research

Location: Brooklyn Marriott Hotel, July 30 – August 1, 2003

Attendance: 160 participants

GILDA'S CLUB NEW YORK CITY *New York, NY*

Special Events Consultant (2001)

Eighth Annual Comedy Gala

Location: New York Plaza Hotel Grand Ball Room

Host: **Charles Grodin**

Honorees: **Carol Baldwin, Barbara Barrie, Betsey Johnson**, and Dr. **Colin Goddard/OSI Pharmaceuticals**

Special Guests: **William Hurt, Judy Gold, Alec Baldwin, William Baldwin**, and **Lee Grant**

Dinner Guests: 350 Revenue: \$350,000

PROFESSIONAL EXPERIENCE

NEW YORK UNIVERSITY GEORGE H. HEYMEN, Jr. CENTER OF PHILANTHROPY & FUNDRAISING

New York, NY 2002 – 2004

Adjunct Professor. Courses: Fundraising Concepts and Practices; Fundraising Writing
(regular semester and summer intensives)

ORIGINATION CULTURAL ARTS CENTER - Roxbury, MA

Strategic Advisor (2015 – Present)

Development Director (2001 – 2015)

Responsibilities included: producing direct mail solicitations, writing and submitting grant proposals, and producing special events to raise funds to support an annual operating budget of \$580,000; producing public relations and marketing materials; coordinating long-range strategic program and development planning; and coordinating the fundraising initiatives of the board of directors. Most recently secured a \$225,000 grant (payable over three years) from the **Barr Foundation**. Also secured new funding (\$10k+) from institutions including, but not limited to, **Bloomberg Philanthropies**, The **Klarman Family Foundation**, The **Boston Foundation**, **Carl & Ruth Shapiro Family Foundation**, **Linde Family Foundation** (via Mott Philanthropies), **Hunts Alternative Fund**, and the **Massachusetts Cultural Council**.

**ASSOCIATION OF THE BAR OF THE CITY OF NEW YORK FUND, INC. - New York, NY
Development Manager (1999-2001)**

Responsibilities included: producing direct mail solicitations, writing and submitting grant proposals, and producing special events to raise funds to support an annual operating budget of \$2,000,000; supervising support staff; creating public relations and marketing materials; coordinating long-range strategic program and development planning, and coordinating the fundraising initiatives of the board of directors. Increased individual donor contributions by 61% over 18 months.

**SOUTHERN CENTER FOR HUMAN RIGHTS - ATLANTA, GA
Associate Director (1993-1998)**

Responsibilities included: overseeing fiscal operations; producing direct mail solicitations, writing and submitting grant proposals, and producing special events to raise funds to support an annual operating budget of \$700,000; supervising administrative and support staff; producing public relations and marketing materials; soliciting, training, and supervising administrative interns; and coordinating fundraising initiatives of the board development committee. Produced **20 Years in Pursuit of Justice**, the first fundraising dinner in the Center's 20-year history (1996: Featured Speaker **Honorable A. Leon Higginbotham**) and subsequent fundraising dinner (1998: Featured Speaker: **Senator Edward M. Kennedy**), each of which grossed over \$100,000; produced **Human Rights Report**, the agency's first annual newsletter; increased individual contributions by 400% from 1993 to 1998; and produced the first **Employee Personnel and Policies Manual**.

**CITIZENS FOR SAFETY - BOSTON, MA
Associate Director (1990-1992)**

Responsibilities included staffing and coordinating steering committee and task force meetings; screening, hiring, and supervising interns; developing agency public relations material; writing and managing grant applications; co-organizing press conferences, and preparing testimony for public hearings. Co-wrote **A Call To Action**, a city-wide survey and assessment of the availability of youth services in metropolitan Boston; delivered testimony to the state legislature on behalf of the **Massachusetts Department of Youth Services**; conducted cultural awareness and youth training workshops for the **Boston Police Department, Metropolitan Boston Housing Partnership, Inc., Boston University Summer Upward Bound Program, the Higher Education Information Center**, and other groups.

PUBLICATIONS

Put Your Shoes On! A Step-by-step Guide for Young People Entering the Workforce
Free Your Mind Publishing, 2014 (second edition)

ASSOCIATIONS

National Speakers Association
Academy Member