

Grant Writer/Editor/Communication Specialist/Nonfiction Author

Collaborative, meticulous, creative. Writer for 33 years, seven professionally, with success in grant writing as well as business communication and content. Adept in research methods for grant writing, nonfiction, public relations, and technical work. Academic and nonfiction editor.

EXPERIENCE

Grant Writer, Reviewer/Author/Editor, Proofreader 2010-present

- Grant writing and research, and reviewer
 - Deadline-driven, succinct grant writer – proven award history having assisted more than 27 organizations with grant writing and development consulting, with budgets ranging annually from \$10,00 to \$6 million
 - Adept grant researcher and funding strategist, including tracking and reporting
 - Proposal reviewer for multiple foundations
 - Proficiency with Blackbaud, DonorPerfect, PhilanTrac, and other donor software applications
 - Trainer, instructor for grant writing workshops, consulting
- Business and corporate writing, including business plans, IRS Form 1023, public relations, marketing and web content development, and ghostwriting
- Editing, copyediting; proofreading
- Published author of one nonfiction book and two technical manuals
- Instructional design and Instructor/Speaker/Presenter – business writing and communication, college courses guest lecturer, small business growth strategies

Executive Director 2007-2017

*The Center for Writing and Communication 501(c)3, Columbus, Ohio
 d/b/a Mentoring Individuals with Disabilities*

- Develop and oversee \$300,000 annual budget
- Lead grant writer including research, proposal development, and tracking/reporting
- Establish and implement innovative revenue generation including grant writing to secure necessary funding, fundraising initiatives, fee-based programs, and donation programs to consistently achieve organization’s funding goals, with adherence to allotted budgets
- Sustain community awareness of mission, programs, activities, and events through traditional venues and collateral, as well as through social media
- Program development for training and educational programs as well as workshops, for a variety of audiences from special needs to business professionals
- Utilize communication and public relations strategies to achieve tangible outcomes in a competitive fund raising market and create awareness of services
- Business partners/client relationship building, and volunteer recruitment, retention, and recognition efforts; maintaining databases for each relationship group

Education
 MBA

Bachelor of Arts - Communication

Competencies
 Written & Verbal Communication

Grant Writing

Presentations/
 Public Speaking

Meeting and Event Planning

Instructional Design

Project Management

Published Author

Technical Capabilities
 Office Suite

QuickBooks

WordPress

Certifications
 Project Management

Nonprofit Leadership

Customized Employment

- Implemented program to regenerate volunteer recruitment, retention and recognition
- Coordinated agency's fund raising: golf outing, annual dinner/dance/silent auction, annual gifts, 5k walk/run; limited experience grant proposals
- Utilized professional networking and social capital to develop lasting employment relationships for disabled consumers; conduct life skills training, including business writing and communication proficiencies, time and stress management strategies, resume writing and interviewing skills, and work evaluations for underserved populations
- Presented high-impact programs to executives, management, and staff of Central Ohio businesses on employer perks and compliance with American with Disabilities Act guidelines

Owner, Event Coordination

1991-2009

Party Arts Events, Columbus, Ohio; Baltimore, Maryland

- Spearheaded sales and marketing efforts opening key accounts, leading entry into new markets, building sales team while annually increasing revenues 5-12% which exceeded projected sales goals
- Creatively planned, designed, and produced special events for 2-12,000 people with meticulous attention to client budgets and company cost control strategies
- Produced effective marketing collateral including brochures, website content, press releases, seasonal promotions, and FAQs
- Certified Balloon Artist designation; Certified Meeting Planner
- Industry Speaker and Instructor - Developed and presented practical curriculum for special events businesses in areas of marketing, small and large balloon sculptures, and weddings

PROFESSIONAL ACCOMPLISHMENTS

- Founded, led nonprofit organization, securing 501(c)3 status; developing client base while gaining business partners and sponsorships; recruiting and retaining strong volunteer team; acquiring public, private, and grant funding
- Consistently increased sales and profits over 18 years for small business specializing in creative special events planning and production
- Industry speaker – disability inclusion, employment; business writing; event design, marketing
- Author – *The DisABILITY A-Player Plan: Employee of the Month Every Month*, monthly blog, two balloon design manuals
- Voted “Baltimore’s Best Party Décor” – *Baltimore Magazine*, Baltimore, MD

EDUCATION

OHIO DOMNICAN UNIVERSITY, Columbus, Ohio
Master of Business Administration

THE OHIO STATE UNIVERSITY, Columbus, Ohio
Bachelor of Arts – Strategic Communication

Professional Activities
Women’s Leadership Council – Member; Committee Member

SCORE – Business Development Consultant

Hilliard (Ohio) Rotary Club: Rotarian of the Year; Past Board Member, Chair Golf Outing

Avery Elementary PTO – Past President

Mid-Atlantic Balloon Consortium: Charter Member, Past President, Past Treasurer

Nonfiction Writers Association

American Grant Writers Association

Volunteer
United Way
Special Olympics
Reading tutor