

KHADIJAH DAWKINS

Program Development & Community Operations Manager

Building partnerships, programs, and systems that strengthen communities.



CONTACT  [Linked In](#)

 864-593-2505  kndawkins12@gmail.com  Taylors, SC 29687

Community development and operations leader with 20+ years of experience designing programs, building strategic partnerships, and leading initiatives that connect people with the resources they need to thrive. Ready to bring a proven ability to strengthen operations and community engagement to a mission-driven organization on a larger scale.

EDUCATION

Bachelor of Business Management
University of South Carolina Upstate
2003 – 2006

Associate of Culinary Arts
Johnson & Wales University
2001– 2003

SKILLS

Program Development
Community Partnerships
Operations Leadership
Community Engagement
Grant & Program Administration
Healthcare & Resource Navigation
Budget & Vendor Management

TECHNOLOGY

Google Workspace Microsoft Office 365
Meta Business Suite GoDaddy Web Builder
Canva/Photoroom Quickbooks/Stripe
Zoom/Teams WordPress

AWARDS

Best of SC Regional 2025 & 2026
Best of Business Rate 2025 & 2026
Mercy Housing Service Award 2010
Resident Assistant of the Year 2003

EXPERIENCE

Program & Operations Manager 2017 - Present

Khadijah Dawkins LLC/ Essential Element HA

- Founded and independently operated a consulting business, managed programs, operations, creative development, and consulting services.
- Created educational content, client resources, and digital content strategies.
- Oversaw budgeting, business administration, vendor and client relationships, and operational planning in a growing service-based business.

Served as Director of Community Operations for The Collective Studios Midtown (TCSM) through a consulting contract, January–August 2026.

- Built the organization's operational infrastructure from inception, supporting successful launch and sustainable growth. (TCSM)
- Directed day-to-day operations for a collaborative wellness center, building systems, policies, and procedures to improve function and efficiency. (TCSM)
- Coordinated member onboarding, community partnerships, and strategic solutions to support a community-centered service environment. (TCSM)
- Served as the central liaison between leadership and practitioners, ensuring effective communication and coordinated service delivery. (TCSM)

Regional Family Resource Specialist 2010 - 2015

Palmetto Project

- Managed a vast stakeholder network across 14 Upstate counties, successfully building community partnerships and managing complex client portfolios under strict regulatory guidelines.
- Coordinated activities and trainings leading to enrollment, retention, and renewal of health coverage for Medicaid/CHIP/ACA Marketplace.
- Secured Mary Black Foundation grant supporting community programming; managed grant reporting, budget implementation, and funding initiatives.

Resident Services Coordinator 2009 - 2010

Mercy Housing

- Designed resident programming across health, education, financial literacy, life skills, career readiness, and community engagement and built partnerships with hospitals, nonprofits, schools, and local community leaders.
- Co-authored a successful Duke Endowment grant proposal supporting community health programming; planned health fairs, flu clinics, wellness events, and educational workshops while supervising interns and volunteers.
- Developed homeownership and food security initiatives through partnerships.

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FEATURES

Canvas Rebel Magazine

July 2026

Bold Journey Magazine

May 2026

SouthCarolina Voyager Magazine

March 2026

Bold Journey Magazine

November 2025

PUBLISHED WORKS

Morning Affirmations for the Soul:

A 100 Day Affirmation Practice

The Intuitive Element:

Awaken Your Inner Voice

Guided Journal

Morning Affirmations for the Soul:

Card Deck

Morning Affirmations for the Soul:

Daily Essence Journal

ADDITIONAL EXPERIENCE

Administrative Coordinator

2000 - 2010

Shabazz Consultants

- Provided administrative and operational support for a social work consulting practice serving families and community organizations.
- Maintained confidential records and documentation while supporting multiple consulting projects and administrative priorities.
- Assisted with workshop coordination, training preparation, research, community education, and grant proposals.

Resident Assistant/Housing Office Assistant

2001 - 2003

Johnson & Wales University

- Supported student residents through mentorship, programming, and community-building initiatives and coordinated student engagement activities.
- Supervised student workers, assisted with records management, and provided administrative support for Housing and Residential Life Operations.
- Implemented and enforced residence hall policies and procedures.

Ladies of Distinction Vice President

2001-2003

Johnson & Wales University

- Helped foster a positive and supportive campus environment for female students through educational, social, and personal development activities.
- Encouraged personal responsibility, leadership, self-respect, and the development of strong values while supporting student engagement and peer connections.

HIGHLIGHTS

- 20 + years of operations, administrative, and customer service experience
- Managed independent consulting and wellness business operations since 2017
- Planned community health fairs serving a 120+ resident affordable housing community
- Built partnerships across hospitals, nonprofits, schools, and community organizations
- Managed programs and services supporting clients across 14 Upstate counties
- Developed food security and homeownership initiatives
- Created newsletters, educational resources and community outreach campaigns
- Secured grant proposals and funding initiatives