

Jennifer D. Valentine

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PROFESSIONAL EXPERIENCE

THE WRITE WORDS, LLC - GRANT SUPPORT FOR NONPROFITS AND FOUNDATIONS, Illinois and Michigan: **Owner**, *October 2015 – present*
(www.writewordsgrants.com)

- Provide strategic grant research and writing support to nonprofits, securing millions in funding through 750+ proposals and LOIs
- Partnered with 70+ organizations to design tailored budgets, compelling narratives, and sustainable fundraising systems
- Support firm clients for True North Philanthropy Consulting (formerly Renee Davis Consulting)
- Support institutional clients as an Adjunct Consultant at Evolve Giving Group (*Jan 2021 – June 2025*)

[MOM SABBATICAL: Raising my young children full-time from 2007-2015]

CITY COLLEGES OF CHICAGO, Chicago, Illinois: **Office of General Counsel Staff Attorney**, *February 2005 - August 2007*

- Managed litigation across tort, contract, workers' compensation, and regulatory claims; drafted motions and argued cases in state and federal court

PRIVATE PRACTICE IN LITIGATION, Chicago, Illinois, *2001-2005*

VOLUNTEER POSITIONS/PROJECTS

PANDEMIC PARENTING, worldwide: **Executive Director**, *March 2021 – March 2023*
(www.pandemic-parent.org)

- Lead start-up nonprofit organization in all administrative, operational, and development tasks, including financial advocacy/fundraising, operational and strategic planning, team and project management, and community outreach; recruit and launch full board of directors

PRO BONO NETWORK, Illinois: **Attorney**, *October 2015 – 2020*; **Board Member**, *July 2016-2020*; **Board V.P.**, *April 2018 – 2020*

- Respond to clients' urgent legal matters via telephone/online counseling; offer appropriate legal advice
- Serve on the Board of Directors in development, project planning, operations, and governance roles

PEAK: PARTNERSHIP TO EDUCATE AND ADVANCE KIDS, Chicago, Illinois: **Board Member**, *2003 - 2006*; **Mentor**, *2002 - 2009*

- Provided grant research and writing support; invested in the mission through mentoring and scholarship
- Winner of the "My Hero" Award in 2006 from the Abraham Lincoln Marovitz Lend-A-Hand Organization

ACTIVE PARENT VOLUNTEER supporting fundraising and community events at multiple schools (2011–present)

EDUCATION

UNIVERSITY OF NOTRE DAME

- Juris Doctor, 2001 (London Law Programme, 2nd year; Law Clerk, U.S. Attorney's Office, 1999–2001)
- Bachelor of Arts in Government, 1998