

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)

- Work as freelance support to nonprofit organizations in need of grant fundraising
- Support institutional clients as an Adjunct Consultant at Evolve Giving Group (*beg. Jan. 2021*)
- Research foundation databases to identify new grant funding opportunities for clients
- Write letters of inquiry and grant application proposals for clients
- Develop project and program budgets together with clients and tailored to each grant opportunity
- Consult nonprofits on advancement, project management, growth, outreach, campaigns, and board development
- Prepare and present live workshops and seminars on fundraising fundamentals and on persuasive writing

[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

- Handled investigations and litigation involving the institution including claims for various torts, contracts, workers' compensation and government regulations. Drafted dispositive motions; took and defended depositions; presented dispositive-issue oral arguments on motions in both state and federal court; negotiated settlements
- Advised and collaborated with the institution's Business Operations Department and its Risk Manager as matters pertained to insurance coverage, claims, liabilities, settlements, losses, improvements and various contracts
- Chaired the formation committees and drafted the inaugural Computer Use and Records Retention Policies

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

VOLUNTEER POSITIONS/PROJECTS

PANDEMIC PARENTING, worldwide: **Executive Director**, March 2021 – present
(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

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 and online counseling and offer appropriate legal advice
- Serve on the Board of Directors in development, project planning, operations, and governance roles

NOTRE DAME PREPARATORY HIGH SCHOOL, Pontiac, Michigan: **Parent Volunteer**, June 2021 – present

- Support children's high school by assisting the Director of Development with annual fundraising projects

ST. HUGO OF THE HILLS SCHOOL, Bloomfield Hills, Michigan: **Parent Volunteer**, September 2018 – present

- Support children's school by helping in library and plan annual 5k fundraiser event

ST. MICHAEL PARISH SCHOOL, Wheaton, Illinois: **Parent Volunteer**, August 2011 – 2018

- Support children's school by chairing father-daughter dance, helping in library, and plan annual fundraiser gala

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

- Researched and wrote grant funding proposals which resulted in over 20% of the organization's revenue
- Invested in the organization's mission by providing scholarship and mentoring to two successive students
- Winner of the "My Hero" Award in 2006 from the Abraham Lincoln Marovitz Lend-A-Hand Organization

EDUCATION

UNIVERSITY OF NOTRE DAME, Notre Dame, Indiana; **London Law Programme** (2nd year), England: **Juris Doctor**, May 2001

- Law Clerk, United States Attorney's Office 1999-2001; First-year Moot Court Best Speaker

UNIVERSITY OF NOTRE DAME, Notre Dame, Indiana: **Bachelor of Arts in Government**, May 1998

- Dean's List: 1996-1998; Student Body Officer: Judicial Council President 1997-1998