

Jennifer D. Valentine

(773) 415-2020 | jennifer@writewordsgrants.com

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
- 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

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