

# DEMETRIA SMITH

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## Highland Community School

September 2015- present

### Director of Community Resources

Milwaukee, WI

Responsible for fund and program development and strategic planning and partnerships. Tripled fundraising event revenue. Increased grant submissions by 40%. Developed board development dashboard to increase board involvement.

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## Urban Ecology Center

June 2009- June 2015

### Grant and Evaluation Manager

Milwaukee, WI

#### Fundraising

Responsible for raising and tracking \$1.3 million annually in grant revenue and participating in special projects/capital campaign fundraising. Designed and implemented aggressive development plan leading to a 54% increase in grant revenue over four years with no increase in staff capacity; consistently met proposal and report deadlines. Crafted compelling cases for support; researched and pursued new opportunities from private, corporate, and government sources. Developed relationships with donors to engage them deeply with the UEC mission. Led site visits and planned compelling presentations with strong calls to action. Participated in event and annual campaign planning.

#### Systems Management and Innovation

Created financial reports and program budgets; worked closely with finance department to properly document all gifts and reconcile Raiser's Edge and QuickBooks. Designed and implemented records-keeping system and managed document requests from donors, staff and auditors. Created grant management structure that systematizes all requests across the organization. Maintained grant schedule and timelines for applications and reports. Managed data entry for grants in Raiser's Edge. Implemented project management protocol to coordinate activities across department to ensure proper execution of grants. Improved output efficiencies from 45 proposals per year to 70 proposals per year by restructuring content management.

#### People and Relationship Management

Supervised development staff and coordinate proposal research and writing. Facilitated staff professional development sessions including day-long development and marketing team retreats. Built strong relationships with program staff to develop fundraising strategies for programs and communicate expected outcomes. Worked collaboratively with external stakeholders for partnering opportunities. Served as staff liaison to Impact Committee, a board committee charged with assessing mission impact. Led staff through an evaluation capacity building project to revamp how we determine program impact and resource allocation.

#### Strategic Thinking and Planning

Worked closely with leadership team and Board of Directors to strategize on all aspects of fundraising and organizational development including individual donor cultivation and evaluation and assessment methods. Directed all aspects of the grant development process to advance the organizational mission and support a broad effort for securing program and special projects funding. Facilitated re-design of our mission impact model. Developed and packaged programs/initiatives to enhance mission impact while maximizing revenue potential. Designed a learning organization professional development framework to introduce staff at all levels to systems thinking concepts and tools. Led community and staff workshops on systemic decision-making.

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## Milwaukee Renaissance Academy

June 2007- April 2009

### Director of Student Support/Founding Staff Member

Milwaukee, WI

Interviewed, selected, evaluated and retained faculty; 100% teacher return rate from year one. Observed faculty regularly and provided detailed feedback on teaching strategies and student learning; designed all staff observation challenge to promote collaboration and professional discussion. Planned and led professional development including a month-long summer teacher institute. Established and modified school systems, structures and procedures to maximize student achievement; overhauled meeting protocol to increase efficiency of staff discussions. Participated in donor site visits.

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Designed and implemented student support system; including scheduled consulting with regular education on differentiation. Ensured LEA compliance with all state and federal requirements; completed school-wide and special education state reports.

## KIPP DC: KEY Academy

August 2004-June 2007

Teacher/ Special Education Case Manager

Washington, DC

Managed 15-20 students with disabilities annually. Taught math and literacy focused sessions with 1-8 students. Wrote and implemented individual education plans (IEP). Administered assessments, including running records and phonological awareness literacy screening (PALS). Led IEP meetings, adhering to state-mandated protocol and reporting.

Provided extensive peer mentoring on classroom management and differentiated instruction. Planned special education professional development for school staff. Designed and implemented engaging instruction based on IEP goals and objectives; provided services to a full range of diverse learners by providing differentiated instruction through content, process and product to address each learner's need; Special Education students matched general education students' growth on standardized test

Taught 7th grade social studies and middle school technology. Created and taught semester-long weekend learning modules for middle school students designed to support holistic development outside of school.

## The Urban Alliance Foundation

August 2003-August 2004

Program Coordinator

Washington, DC

Established school partnerships for youth employment program. Collaborated with private and public sector partners to find and retain supportive paid internship sites. Designed and taught weekly and summer long financial literacy course to 30 high school students.

Assisted with proposal writing for the pilot program; created assessment reports and wrote evaluation reports that facilitated program expansion. Produced quarterly newsletter for parents, funders, and community members. Created recruitment presentation for potential corporate partners.

## Northwestern University

Evanston, IL

Bachelor of Arts- Sociology (Youth Development Focus)

June 2003

## Skills Overview

### Hard Skills

- Proficiency in Quickbooks & Microsoft Office including Excel, Access and Publisher
- Graphic design and basic website development
- Excellent writing skills including narrative and technical
- Budget development and tracking

### Soft Skills

- Effective communication and facilitation skills
- Excellent organization and decision-making ability
- Process, systems and structures development
- Ability to work with minimal supervision while finding opportunities for collaboration
- Goal-oriented with an entrepreneurial approach