

Anna Wade
(206) 945-3676
amw009@gmail.com

Experience

Grants and Agreements Officer

April 2023 - Present

U.S. Department of Energy, Headquarters Forrestal Building, Washington, DC (Remote)

Office of Clean Energy Demonstrations (OCED)

GS 13/14 - 1109, Unlimited Warrant Authority Certification, Level 5 Moderate Risk Clearance

- Prepare documentation required for Funding Opportunity Announcements for financial assistance awards (grants and cooperative agreements). Negotiates all aspects of awards in accordance with applicable regulations. Provides expert advice on the mechanisms to develop agreements for highly specialized and complex research and development. Resolves conflicts regarding terms and conditions, intellectual property rights, cost-sharing provisions, and proprietary information provisions.
- Evaluate financial conditions, business integrity, ability, and capacity of financial assistance applicant to manage Federal funds. Perform cost/price analysis of applications, modifies/amends, and closeout awards as necessary. Prepare the most complex awards in accordance with DOE policies and procedures.
- Administer agreements during the pre-award, active, closeout and auditing stages and ensures compliance with applicable laws, regulations, and policies. Work closely with Project Directors throughout the award process to ensure the ultimate transaction will accomplish the intended programmatic mission and continues such effort throughout closeout.
- Interpret the impact of changes in applicable laws and regulations on the administration process. Identifies and resolves problems. Ensure award actions meet both the legal and supervisory review requirements. Project are typically multi-year in length with multiple budget periods, various funding sources, and several different partners.
- Implement policies and procedures in accordance with applicable regulations and guidance and serves as the focal point for interpretation of these policies and procedures with recipients and DOE program/project staff. Ensure that current, accurate, and complete data is entered into electronic data systems, as applicable. Participate, as needed, in process improvement teams, peer reviews of financial assistance actions, and performs collateral duty assignments.
- Working closely with Project Officers/Project Engineers throughout the grant award process to ensure the ultimate transaction will accomplish the intended programmatic mission and continues such efforts throughout closeout; and
- Ensuring that current, accurate, and complete data is entered into electronic data systems, as applicable.
- Assisting in the preparation of all documentation required for financial assistance awards, participating in the evaluation of grant applications, negotiating some aspects of awards in accordance with applicable regulations, assisting in the preparation of all documentation required for financial assistance awards, evaluating grant applications, providing advice on the mechanisms to develop agreements, managing financial assistance actions.
- Analyzing grants applications including making assessments of a prospective awardee's eligibility and financial viability.
- Negotiating, administering, and closing out the resultant awards upon completion, interacting with high-level contacts such as Program Directors, legal counsel, patent counsel, and prospective awardees concerning the evaluation of grant and cooperative agreements, drafting written communications to present sensitive recommendations to higher authorities on policies affecting awards for energy related programs and projects.
- Performs G/AO responsibilities in compliance with any limitations stipulated in the Warrant, all Financial Assistance Regulations, Cost Principles, DOE, and OCED policies and procedures. Uses sound business judgement and makes prudent, reasonable, responsible decisions on OCED Financial Assistance awards. Builds and maintains positive and collaborative partnerships and alliances that facilitate OCED mission accomplishment with internal and external collaborators.
- Participates in partnership engagement, applies practices and principles of good communication, manages conflicts/issues, and demonstrates collaborative competencies.
- Communicates effectively and proactively (written, oral and interpersonal) with peers, team members and other stakeholders and recipient organizations in a manner that encourages collaboration. Supports an engaged team environment in FAO, including volunteering to assist other team members with workload management, mentoring, collaboration, attending and contributing to all required meetings, and knowledge sharing. Success is measured through observation and feedback from FAO management and stakeholders.
- Keeps Grants and Agreements Officer and/or Supervisor informed regarding sensitive issues or controversial emerging issues and offers well thought-out recommendations to prevent and/or respond to developing problems.
- Effectively resolves complex, multi-disciplinary issues, where interested parties have differing positions, through effective persuasive negotiation techniques and collaboration, resulting in a tangible impact on the OCED's mission. Proactively anticipates customer problems/issues, prepares and presents possible solutions, and obtains customer buy-in and is

instrumental in the implementation and resolution. Responds to requests in a timely manner. Displays courteous, respectful, and responsive behavior to team members and stakeholders.

- The employee manages assigned workload efficiently and effectively. The employee takes initiative and volunteers to help and provide surge support as needed to teammates and other teams in the Financial Assistance Office. Produces high quality of work often ahead of deadlines with a substantive impact.
- Effectively applies project management principles to independently formulate and execute complex workload portfolio. Consistently develops and offers suggestions for organizational and work process improvements that substantially increase efficiency or effectiveness. Identifies and leverages technology in an innovative manner to improve processes, procedures, or methods within the organization.
- The employee adapts organizational change, is willing to work on diverse assignments, and be involved in team efforts to help effect positive change for the Contracts and Awards Division, OCED, and/or DOE. The employee pursues OCED's mission in a manner that is safe, secure, legally and judicially sound, and fiscally responsible.
- Pursues understanding of multiple disciplines outside or across area of expertise and uses this knowledge to support the efforts of others not in their primary specialty. Successfully completes projects/initiatives having a fundamental or core impact on the organization. Identifies and takes a leadership role coordinating resources and people in a process improvement initiative that results in mission accomplishment, enhanced customer satisfaction, efficiency improvements, cost savings or cost avoidance.
- Provides sustained support and assistance to other disciplines outside or across area of expertise by providing informal training/mentoring to employees resulting in increased knowledge and/or productivity. Successfully serves as an informal mentor which had a substantive impact on the protégé's knowledge, efficiency, and effectiveness, takes a leadership role in developing and/or conducting a training program that has a substantive impact on the knowledge and performance of personnel within the organization to address a specific identified gap.

Sr. Grants Management Specialist (Contractor, Public Trust Clearance/Favorable Fitness Determination) Sept. 2022 – March 2023
iLynx Inc., Dumfries, VA (Remote) (40+ hours/week)

- Provided staff augmentation for division and branch chiefs in the support of team leads in managing and directing all aspects of direct federal grants management required to aid and assist in all phases of the grants management process, pre-award to post-award and through closeout and archiving, file storage, records retention, and records management. Conducted interim team lead, grants officer, and supervisory grants management officer roles and responsibilities as needed at the direction of division and branch chiefs Contracting Officer's Representative and Contracting Officer. Provided contractor capacity to supervise, train and lead a group of employees performing work at the team lead levels and below (GS 7-15). Provided contractor capacity to give administrative and technical supervision and grants, cooperative agreements, and other transactions actions necessary for accomplishing the work of the unit.
- Provided training, leadership, direction and technical assistance to division, branch, team and grantees regarding comprehensive knowledge of laws, regulations, rules, policies, procedures, and methods governing the administration of federal grants, cooperative agreements, and awards; grants/assistance management processes and techniques consistent with sound business and industry practices; and financial methods, procedures, and practices to assess the financial stability of recipient of federal grants or cooperative agreements.
- Analyzed grants applications including making assessments of a prospective awardees' eligibility and financial viability, negotiating, administering, and closing out awards upon completion, interacting with high-level contacts such as branch chiefs, program directors, legal counsel, patent counsel, state and tribal leaders, and prospective awardees concerning the evaluation of grant and cooperative agreements, drafted written communications to present sensitive recommendations to higher authorities on policies affecting awards for related programs and projects, monitored progress due to criticality and visibility of the program and frequently acts as the grants management decision maker concerning an action in review.
- Performed typical duties, provided supervision to others and in accordance with instructions and pre-established guidelines. Assisted in solving complex contract/grant accounting and financial problems. Provided guidance to high level officials on the most challenging grant-related issues in areas such as risk mitigation, compliance with relevant internal controls, and technology and information systems solutions. Consulted with all levels of management, other bureau and program and business offices to ensure that grants management policies are followed and applied consistently. Researched, compiled statistics and presented data to authorized government personnel, as required. Assisted in writing narratives for grant proposals, reviewed grant letters, prepared Memorandums of Understanding (MOU) and created, monitored, and maintained audit files for program compliance. Supported cost analysis, market research, price analysis and negotiation and the appropriate use of funds.
- Documented, recorded, and administered related performance in accordance with the regulations and requirements of the Uniform Guidance, 2CFR200 and the FAR. Identified the need for deviations from Federal grants management policies and develops justifications requesting approval for such deviations that promote the success of agency programs.

Interpreted the implementing program legislation, requirements, and related guidance to develop or refine grants management policies, methods, and operational approaches, as needed, to implement new or unique grants management programs. As the business systems technical expert, developed agency grants management policies and guidelines for e-Government systems, as well as tools designed to communicate to and train staff, grantees, and others.

- Relied on experience and judgment to plan and accomplish goals, executed first line responsibilities for projects or functions, and perform a variety of complex tasks with a substantial degree of creativity and latitude under general supervision. Demonstrated experience performing administrative business, policy, and analytical work. Strong oral and written communication skills and customer service skills to build relationships with internal and external clients.
- Performed regular cradle to grave portfolio grants management in the full life cycle of financial assistance awards, including use of federal regulations and performing financial reviews of recipients or sub-recipients, by aligning the programmatic performance metrics with accounting analytics, portfolio and fund accounting, grants management, federal and state financial reporting and compliance reconciliation reports, financial reporting packages (i.e., financial statement packages, SEFA reports), and data analysis summaries for various grant programs.
- Developed associated grant documentation to stand up programs including subrecipient agreements, grant agreements, performance reporting, subrecipient monitoring strategies and closeout checklists; creates policies and procedures, standard operating procedures (SOPs), and business process guidelines for use of federal funding received by state and local governments in compliance with 2 CFR 200, the Uniform Guidance, Cost Principals and Audit Requirements for Federal Awards; create performance metrics, directed, and provided grant writing and grant report writing, editing and submission training and technical assistance, collect performance data, apply appropriate analytical methodologies and techniques to evaluate grant/program performance of government and associated subrecipients.

Senior Manager, Grants Management (Senior Grants Management Specialist)

November 2021 – August 2022

Grant Thornton LLP, Washington DC (Remote) (40+ hours/week)

- Led internal firm and external client teams through the administration of federal award funding including disaster response and recovery, especially CRF, ARPA, and FEMA's Public Assistance Program and block grants, especially HUD's Community Development Block Grant. Excellent understanding of the current challenges faced by state and local governments, city and county governments, community-based organizations, non-profit organizations, and institutes of higher education while managing partnership opportunities with grant awards.
- Served as an experienced management consultant supporting federal, state, and local governments with design and implementation of federally funded programs focused on assisting organizations with the short and long-term impacts of COVID-19. Worked with government organizations and subrecipient awardees to communicate best practices in grants.
 - Served on various projects as the point of contact with the client administration and management teams as project manager. Wrote, researched and updated federal proposals, grant applications, RFP responses, policy position papers, white papers and deliverable reports for annual review aligned with 2CFR200, OMB Circulars, agency priorities and regional initiatives; wrote, researched, reviewed, edited and aligned firm-wide internal controls and policies, procedures and process documents to demonstrate and implement compliance with federal, state and private restrictions and guidelines for monitoring, subcontracting, subrecipient monitoring, human subjects research, and IRB reviews. Regularly directed and wrote engagement letters, contracts, and scope of work documents for commercial and public relationships.
- Served as the primary point of contact regarding grant management and administration activities at Grant Thornton Public Sector including technical assistance, direction, planning, development, budgeting, evaluation, auditing, and reporting for the purpose of ensuring firm leadership was regularly informed of the status of the grant management solution business line. Supervised large senior project management teams and grant teams of 20+.
- Worked to develop strong partnerships with community based organizations, led, mentored, directed and guided teams of interns, college campus (CHAMPS) hires, Associates, Senior Associates, Managers, Experienced Managers, Directors, Managing Directors, Partners, Principals and Managing Partners and Managing Principals to create policies, procedures and business process guidelines for the use of federal funding received by governments in compliance with 2CFR200, the Uniform Guidance by developing and creating performance metrics, directing trainings, grant writing and grant reporting and subject matter expertise and technical assistance, scaffolding performance data templates, and applying appropriate analytical methodologies and strategy to evaluate grant and program performance through a racial equity lens.
- Provided guidance to high level officials on the most challenging grant-related issues in areas such as risk mitigation, compliance with relevant internal controls, and technology and information systems solutions. Consulted with all levels of management, other firm business lines and commercial and international business lines, and program and business offices to ensure that grants management policies are followed and applied consistently.

Senior Grants Management Specialist (Senior Consultant)

February 2021 – November 2021

Witt O'Brien's, Washington DC (Remote) (40+ hours/week)

- Management consultant supporting state and local governments with design and implementation of federally funded programs focused on assisting organizations. Collaborative facilitator and dynamic team member with experienced policy and program design specialists, data analysts and highly engaged clients meeting fast-paced project requirements and provide end-user support. Working to inform decision makers how to best address their most complex challenges brought on by the COVID-19 public health crisis, and the associated budgetary impacts on operational continuity.
- Worked with government organizations to maximize federal assistance programs. Performed research, applied appropriate analytical methodologies, and summarized findings for eligibility of expenditures utilizing federal funds.
- Assisted state and local government clients with expedient but compliant development of streamlined COVID-19 related grant programs with a focus on economic revitalization, housing and food security, local community organization partnerships and public health/social services support initiatives.
- Developed associated grant documentation to stand up programs including subrecipient agreements, grant agreements, cost award analysis, duplication of benefits and unmet need analysis tools, performance reporting, subrecipient monitoring strategies and closeout checklists. Regularly supervised large grant project teams 10+.
- Created policies, Standard Operating Procedures (SOPs), and business process guidelines for use of federal funding received by state and local governments, ran the procurement, development, and implementation of system wide grants management systems both off-the shelf (i.e., eCivis, ZoomGrants, etc.) and custom built (i.e., Salesforce).
- Created performance metrics, directed, and provided grant writing and grant report writing, editing and submission, facilitated technical assistance workshops, collected performance data, applied appropriate analytical methodologies and visualization techniques to evaluate grant fiscal and programmatic performance of government and associated subrecipients.

Director, Grants Administration

September 2014 – February 2021

Puget Sound Educational Service District (PSESD), Renton, WA (40+ hours/week)

- Directed grants administration and grants management processes and procedures for all agency federal, state, and private foundation grants, totaling over 90% of the organization's operating budget of approximately \$94M. Primary responsibilities included implementing and managing Federal grants and cooperative agreements, and providing grants-related assistance and services, such as directing and overseeing the administration, termination, and/or closeout of grants and/or grants assistance and agreement awards; managing large-scale programs for conducting financial reviews of discretionary grant operations; conducting sensitive or highly complex negotiations and/or audits; and developing, implementing, and evaluating grants management program plans, strategies, and operations. Supervised, provided administrative and technical supervision necessary for accomplishing the work of the unit (the agency Grants Office, a team of 3-5+ full time employees performing work at a GS 14 level and below).
- Supervised, built, and trained a team of 10+ staff on the daily on demand use of a custom-built agency-wide grants and services tracking system in Salesforce for the purpose of maintaining, tracking, and documenting all grant activities and agency service relationships to ensure consistency of grant administration across the agency. Served as the Agency's certified Salesforce and Conga System Administrator and agency trainer, point of contact, and financial systems representative for the transition from DOJ's Grants Management System to JustGrants and the federal agency DOJ, NIJ, OJP, OJJDP, BJA JustGrants Training Manager and Financial Systems point of contact.
- Coordinated grant budget development process to ensure compliance and accuracy of grant expenditures, budget appropriateness to grant awards, forecasts, and transfers for the purpose of maintaining consistency with agency fiscal controls and funder compliance and policies. Created and implemented a visible internal grants process to include a grant application system, template materials, tools, checklists and process to ensure the racial equity tool was fully integrated into the grants system that was developed, to direct, plan and coordinate all agency pre- and post-award grant activities and reporting requirements, research grant opportunities, overseeing grant writing, coordinate submittal of grant applications, develop grant budgets that align with the Agency's strategic goals, and advancement structures.
- Wrote cooperative grant proposals with internal and external groups and agencies as requested for the purpose of maximizing funds available to the PSESD. Directed the development of advancement structures for the purpose of developing additional funding resources and building agency capacity for advancement. Served as lead liaison to the Puget Sound Learning Communities Foundation and community partnerships for the purpose of addressing matters of agency programs, policies and procedures, and budgets.
- Directed grant activities, grant writing and agency grant-seeking process from preparation, approval, and submission for the purpose of sharing information, meeting funder guidelines, meeting program needs and PSESD objectives, and securing funding to maintain services and programs in alignment with the agency. Maintained a variety of manual and electronic documents, files, and records for the purpose of providing up- to-date reference and audit trail for compliance with district, local, state, and federal regulations.

- Managed consultant and contractors and external relationships for all grant related work across the agency. Partnered with agency executive leadership to build, implement, and scaffold fundraising plans for the purpose of implementing and supporting fundraising efforts with benchmarks for measuring performance. Provided consultation on grant expenditures, budget appropriateness to grant awards, forecasts, transfers, and other related matters for the purpose of maintaining compliance with grant awards.
- Provided guidance to high level officials on the most challenging grant-related issues in areas such as risk mitigation, compliance with relevant internal controls, and technology and information systems solutions. Consulted with all levels of management, other statewide agencies and federal agencies, and program and business offices to ensure that grants management policies are followed and applied consistently.
- Provided training, technical assistance and communication for staff in a variety of areas including identifying grant and funding acquisition, grant development, preparation, implementation strategies, roles and responsibilities, compliance, stewardship, advancement, and federal regulation for the purpose of enhancing agency staff's skills and knowledge in grants management and administration.
- Researched grant opportunities for the purpose of developing targeted funding resources and notifying executive leadership, program directors and managers of potential resources.
- Served as the primary point of contact regarding grant activities including technical assistance, direction, planning, development, budgeting, evaluation, auditing, and reporting for the purpose of ensuring agency leadership was regularly informed of grant activities, grants acquired, status of grant-funded programs.
- Supervised personnel including recruitment, interviewing, hiring, evaluating, coaching, and supporting for the purpose of building and sustaining staff capacity and achieving agency objectives.

Director of Museum Education

March 2008 – August 2012

National Baseball Hall of Fame and Museum, Cooperstown, NY (40+ hours/week)

- Led, directed, supported, prepared for, and participated in negotiations concerning complex grant awards; provided financial assistance and guidance on all museum and organization federal, state, local, and private foundation grants and cooperative agreements; reviewed grant applications and proposals (pre award and post award) for compliance with appropriate regulations; provided training to fiscal and programmatic staff on grant administration, management, monitoring, compliance and audit readiness, and prepared grant and cooperative agreement awards and amendments for authorized organization personnel's signature in compliance with appropriate funder regulations. Supported and directed federal single audit and financial management audit readiness annually and the preparation and review of the annual SEFA statements for the organization.
- Identified collaborative partnerships with corporate sponsors and non-profit foundations, securing over \$300,000 in local and private grants and in-kind support, maintained and renewed the Department of Education federal grant award, and developed and was awarded multiple additional federal awards included the multiyear, National Endowment for the Humanities award. Directed and managed extensive grant reporting and museum donor cultivation with a special focus on literacy development and innovative programming for academic and social development.
- Supervised and managed a full-time staff of four, part-time staff of twenty, staff of 25 summer interns, and network of over 100 volunteer education ambassadors; created and managed an overall annual Department of Education grant budget of over \$1.5M; served as a public spokesperson for the museum with a strong public speaking and media presence.
- Executed large-scale public programming and public experiences for a diverse museum audience; programs included collaborative partnerships with ESPN, MLB Network, and all 30 MLB teams; conducted researched, wrote, and hosted nationally televised interviews with over twenty Hall of Famers including Ozzie Smith, Hank Aaron, Rod Carew, Juan Marichal, Orlando Cepeda and Andre Dawson on a quarterly basis; produced and executed all public and member programs for over 40,000 fans during the annual Induction Ceremony Weekend, and the annual Hall of Fame Classic baseball game featuring 30 former MLB players and MLBPA staff; managed collaborative programs with ESPN and MLB Network, and led a travel team to the MLB All Star Game annually for special educational presentations at MLB Fan Fest.
- Managed educational improvements to all areas of the museum, including the creation of the programs including the interactive anti-PED health education BASE exhibit, a national partnership program with the American Library Association, the Alzheimer's Association, Girl Scouts and Boy Scouts, development of a monthly podcast publication, overnight sleepover programs, guest speakers and lecture programs, annual film festival program with sponsors including HBO Sports and ESPN, and a comprehensive authors series for adults and community members with celebrity authors, artists, musicians, photographers, historians, and journalists.
- Directed and implemented the museum's nationally recognized K-12 school and teacher programs, serving over 50,000 students and teachers annually, providing oversight to field trips, the award winning EBBETS videoconference distance-learning series; developed and published comprehensive K-12 cross curriculum lesson plans for classroom teachers and students that aligned with national learning standards.

Relevant Grants Management Consulting Experience:*Grants Instructor, Management Concepts, Inc. (20 hours/month)*

February 2020 – January 2023

- Skillfully prepare and deliver specific course content, instructional techniques, and adult learning theory according to federal regulations and legislation. Present information in an objective, engaging, unbiased manner. Prepare and teach relevant illustrations or experiences on government wide rules and governance including 2 CFR 200 and FAR 31.2.
- Teach the full slate of courses included in the three tracks of the Grants Management Certificate Program. The programs three programs include the Federal, Pass-Through, and Recipient tracks are specifically designed to provide the skills and knowledge required for each of these segments of the Federal grants community. The tracks consist of essential Core Courses, a wide variety of Elective Courses, and choices between online and classroom training delivery options to meet the requirements, interests, and goals of students. The program is the industry standard for comprehensive professional education in the grants field.
- Clearly and accurately explain legal requirements and best practice in the Federal grant environment. Demonstrate a thorough understanding of the Federal grant process from pre-award through closeout. Strong ability to answer student questions and support answers with citations to uniform administrative requirements and cost principles, where applicable. Review topics ranging from how to apply and manage the full grants lifecycle with monitoring, compliance, and single audits.

Independent Consultant (Grants Management and Administration) (10-20 hours/week)

July 2003 – June 2021

Cross Sector (Federal, State, Local, Nonprofit and Private)

- Skills: Grant Writing, Grants Development, Grants Management and Administration, Grants Monitoring and Compliance, Grants Training and Technical Assistance, Federal Financial Assistance Subrecipient Monitoring and Management, Federal, State, City, and County Funded Financial Assistance Grant Programs
- Experience: directed administration and grants management processes and procedures for the clients' federal, state and private foundation grants; coordinated clients' grant budget development process to ensure compliance and accuracy of grant expenditures, budget appropriateness to grant awards, forecasts, and transfers; created and implemented visible internal grants process, grant applications systems, template materials, management tools and processes to ensure racial equity tools were fully integrated; and wrote cooperative grant proposals with internal and external groups and agencies as requested for the purpose of maximizing available funds; successfully managed a variety of recipients, including state, local, nonprofit, tribal government, and tribal organization, throughout the grants management life cycle, provided technical assistance, implemented, and wrote, developed, revised, authored, and interpreted grants management policies, evaluated grant financial and programmatic reports, conducted risk assessments and business reviews, coupled with financial monitoring, and evaluation; created policies, Standard Operating Procedures (SOPs), and business process guidelines for use of federal funding received by nonprofits, private organizations, state and local governments, ran the procurement, development, and implementation of system wide grants management systems both off-the shelf (i.e., eCivis, ZoomGrants, etc.) and custom built (i.e., Salesforce) to support compliant, effective and efficient internal and external facing systems for grants management

Independent Consultant (Community Partnerships/Museum Education) (8 hours/week)

July 2003 – June 2021

Cross Sector (Federal, State, Local, Nonprofit and Private)

- Skills: Learning and Evaluation, Visual Thinking Skills (VTS), K-12 Curriculum Development and Design, Early Childhood to Postsecondary Development and Pedogeological Theory, Instructional Design, Museum Education and Museology, Participatory Spaces in Museum and Informal Learning Environments, Adult Learning and Development, Community and School Partnerships, Community Consortia and Cross Sector Collaboration, Grant Funded Partnership Programs
- Experience: teaching public and school audiences, curriculum design, development, and implementation of partnerships between museums and schools, training, and recruitment of museum teaching staff, volunteers, and docents, teaching in both museum and classroom settings, and management of donors and fundraising initiatives. Experience in website management, marketing, public relations, interview writing and presentation, budgeting, and event coordination

Memberships, Affiliations, Certifications:

National Grants Management Association (NGMA) Member	September 2012 - Present
National Grants Management Association (NGMA) Board Education Committee, Member	September 2014 - Present
National Grants Management Association (NGMA) Seattle Chapter, Member	September 2016 - Present
NGMA Annual Grants Training (AGT)	April 2015, 2017, 2019, 2022, 2023
NGMA Grants Management Body of Knowledge (GMBok) Training	April 2018, 2022, 2023
DARPA Other Transactions (OT) Training	October 2022
Adaptive Project Leadership, Project Management Institute (PMI)	May 2022

Crossroads Antiracism Organizing Training & Facilitation	June 2015 – June 2020
Grants Management Certifications Federal, Pass-Through, Recipient (GMCP), Management Concepts	Aug. 2017 - Aug. 2019
Alzheimer's Association Volunteer	November 2010 – Present
Government Finance Officers Association (GFOA), Member	September 2014 – May 2022
National Association of Counties, Member	February 2020 – January 2022
AGA National Member, Seattle Chapter, Member and Board of Directors Member	November 2021 – November 2022
Kappa Delta Pi, International Honor Society in Education	May 2003 – May 2022

Related Grants Management Work Experience:

<i>Education Manager LeMay America's Car Museum, Tacoma, WA (40+ hours/week)</i>	September 2012 – April 2013
<i>School Programs Coordinator High Museum of Art, Atlanta, GA (40+ hours/week)</i>	February 2006 – March 2008
<i>Assistant Curator, Education Tampa Museum of Art, Tampa, FL (40+ hours/week)</i>	March 2004 – February 2006
<i>School Programs Coordinator High Museum of Art, Atlanta, GA (40+ hours/week)</i>	February 2006 – March 2008
<i>Museum Educator Smithsonian Institution, Washington, DC (40+ hours/week)</i>	July 2003 – June 2004
<i>Elementary School Teacher District of Columbia Public Schools (DCPS), Washington, DC (40+ hours/week)</i>	June 2003 – May 2004

- Each of the above six roles featured a significantly large series of grant management and administration responsibilities highlighted in the summarized Skills and Experience narrative sections below. All jobs included the requirement for top notch and successful grant writing, grant management, donor management and development, advancement and fundraising to secure Education Department and Classroom funding. Responsibilities at each job placement included the full grants management lifecycle from cradle to grave grants management including program design, pre award, award, post award, monitoring, closeout, and audit.
- Skills:** Grant Writing, Grants Development, Grants Management and Administration, Grants Monitoring and Compliance, Grants Training and Technical Assistance, Federal Financial Assistance Subrecipient Monitoring and Management, Federal, State, City, and County Funded Financial Assistance Grant Programs
- Experience:** directed administration and grants management processes and procedures for federal, state and private foundation grants; coordinated the organization's grant budget development process to ensure compliance and accuracy of grant expenditures, budget appropriateness to grant awards, forecasts, and transfers; created and implemented a visible internal grants process, grant applications systems, template materials, management tools and processes to ensure that racial equity tools were fully integrated; and wrote cooperative grant proposals with internal and external groups and agencies as requested for the purpose of maximizing available funds; successfully managed a variety of recipients, including state, local, nonprofit, tribal government, and tribal organization, throughout the grants management life cycle, provided technical assistance, implemented, and wrote, developed, revised, authored, and interpreted grants management policies, evaluated grant financial and programmatic reports, conducted risk assessments and business reviews, coupled with financial monitoring, and evaluation; created policies, Standard Operating Procedures (SOPs), and business process guidelines for use of federal funding received by nonprofits, private organizations, state and local governments, ran the procurement, development, and implementation of system wide grants management systems both off-the shelf (i.e., eCivis, ZoomGrants, etc.) and custom built (i.e., Salesforce) to support compliant, effective and efficient internal and external facing systems for grants management; served as the primary point of contact regarding grant management and administration activities at the museum including technical assistance, direction, planning, development, budgeting, evaluation, auditing, and reporting for the purpose of ensuring board, senior and executive leadership was regularly informed of the status of all grants activities and financials; supervised large cross departmental senior project management teams and grant teams of up to 20+, smaller grants departments of 6-8, and community workgroups of 15-50

Education:

Master of Arts in Teaching (MAT) GPA 4.0	May 2003
Major - Early Childhood/Elementary Education	
Texas State Board for Educator Certification (TExES SBEC) Core Subjects (EC-6) Trinity University, San Antonio, TX	
Bachelor of Arts (BA) GPA 3.43	May 2002
Major - Humanities Early Childhood/Elementary Education	
Major - Art History	
Trinity University, San Antonio, TX	