

Education

Baruch College, School of Public Affairs, New York, New York
Master of Public Administration, 2005

University of Cincinnati, College of Education, Cincinnati, Ohio
Secondary Education, Bachelor of Science, 1997

University of Cincinnati, McMicken College of Arts and Sciences, Cincinnati, Ohio
History, Bachelor of Arts, 1995

Experience

1/2008 – present **Augenblick, Palaich and Associates (APA)**
Senior Associate

APA partners with a wide range of clients to answer key questions associated with improving our nation's education system. Some highlights from my role in this work include:

- Assisting in facilitating meetings for Austin Independent School District's Strategic Compensation Initiative. Simultaneously wrote a policy document outlining the initiative for the public, district staff and policymakers.
- Coordinating the evaluation process for the Denver Preschool Program, which gathered information from disparate sources to understand if DPP is meeting its goals.
- Interviewing school leaders to identify if their practices matched identified best practices of leaders and writing a subsequent report.
- Interviewing leaders and gathering information from teachers to identify the characteristics of working conditions in high performing schools and editing a subsequent report.

9/2004 – 12/2007 **Self-Employed**
Consultant

Partnered with nine organizations across the country to plan, coordinate and lead projects. Some highlights of these contracts include:

- Accelerated Emerging Practitioners in Philanthropy's paid members from 50 to 350 in three months during 2004;
- Orchestrated strategic short-term and long-term fundraising models to be implemented between January 2007 and June 2010 Fountain-Fort Carson school district, which resulted in four discussions with local funders to date;
- Revitalized corporate, foundation and individual funding possibilities to inform the creation of a development strategy for Biological Sciences Curriculum Study;
- Led three proposal writing projects for Augenblick, Palaich and Associates;
- Assisted the lead development consultant for First Nation Development Institute with grant proposal writing, final report writing, correspondence to funders and foundation research;
- Drafted proposals and final reports for Grassroots Institute for Fundraising Training;

- Identified key resources for Grantmakers for Education's Knowledge Center to assist funders in gathering knowledge on best practices in education grantmaking; and
- Coordinated the Schott Foundation for Public Education's Early Care and Education outcome presentation to the board and Schott's New York grantmaking process for four grantees.

9/2005 – 6/2006

Education Commission of the States
Grant Writer

Established and coordinated the proposal writing process for the organization. At any given time, ten proposals were being discussed; ten proposals were being written; and on average 15 proposals totaling \$2.5 million were submitted. Responsibilities that enabled this to occur included: Regular verbal and e-mail communication with ten Senior Staff members, weekly documentation of funding possibilities, weekly documentation of proposal development, communicating with funders by phone and e-mail, quarterly in-person meetings with funders across the country, and editing multiple proposals daily.

6/2004 – 9/2004

New World Foundation
Graduate Fellow

Identified strategies to grow *Emerging Practitioners in Philanthropy*, a project of New World, which is a start-up affinity group of the Council of Foundations. Strategies included: Writing proposals to national foundations, coordinating its first membership drive, developing five chapters across the nation, communicating with board members, and writing a concept paper on social justice philanthropy.

7/2000 – 12/2004

Schott Foundation for Public Education
Program Assistant

Half of a two-person team that made strategic grants to increase state government funding to New York State public schools. Schott's grantmaking processes include: Conducting due diligence to identify organizations that implement programs matching Schott's vision, creating yearly budgets to help determine grant allocations, preparing summaries of grantee proposals for board approval, creating PowerPoint presentations for board meetings, evaluating programs' effectiveness by making site visits, attending press conferences, monitoring New York State press, networking with funders, and drafting speeches for Program Director.

8/1998 – 6/2000

Valley Stream Central High School
Classroom Teacher

Taught 10th, 11th and 12th grade Social Studies. Developed curriculum to match state standards, implemented lesson plans, evaluated and assessed the achievement of 150 students, and performed administrative tasks. As Student Council Advisor, supervised weekly meetings, and monitored student council budget. Served on Community Service and Site Based Committees.