

**EXPERIENCE**

**President & CEO.** Northern California Grantmakers (NCG) - San Francisco, CA

*June 2004 to Present*

Lead and manage a 200 member regional association of Grantmakers. Provide oversight, financial management and organizational leadership for a non-profit organization with a staff of 12. Provide leadership and vision for administrative and program activities. Promote effective grantmaking practice and encourage philanthropic giving in the region. Create learning and support opportunities between funders and the larger non-profit community. NCG provides educational, topic based and public policy programming along with professional development training for its members.

**Senior Program Officer.** Stuart Foundation - San Francisco, CA

*December 1998 to June 2004*

Developed and implemented overall grantmaking strategies, goals and objectives for the Strengthening Communities to Support Families Program in two states. Identified best practices and new approaches in the foundation's areas of interest. Reviewed, evaluated and recommended funding of grant requests to Trustees. Managed a portfolio that dispersed approximately \$5 million per year. Reviewed and revised program strategies and guidelines periodically, prepared reports and oversaw evaluations of selected grants and grant clusters. Provided technical assistance to grantees. Provided guidance and leadership for organization vision and priorities as an executive of Stuart Foundation. Supervised Program Assistance staff.

**Director.** Strategic Grants Management, Office of the City Manager - Oakland, CA

*July 1996 to November 1998*

Developed, created, and implemented the operation of a new city department. Coordinated support to city departments to seek, apply and acquire non-city funding. Developed a clearinghouse and resource center for coordinated planning and strategic implementation of citywide programs. Facilitated and developed interagency partnerships between governmental institutions and non-profit organizations to provide an array of services and programs to Oakland residents. Assisted the Mayor and the City Manager to implement legislative objectives on behalf of the City. Worked with state and federal consultants, lobbyists, and legislators to gain financial, economic and program support. Coordinated and implemented several national foundation and federally funded initiatives. Hired, supervised and managed a diverse staff with differing administrative and program expertise. Implemented and managed the Oakland Fund for Children and Youth, a citizen approved legislative initiative, that set aside a portion of city funds over a twelve year period for allocation to youth programs, youth development and youth-to-youth grant making.

**Director.** HOPE VI Grant, Oakland Housing Authority - Oakland, CA

*September 1994 to December 1998*

Administered the Community Services portion (\$5 million) of the federal HOPE VI Housing and Urban Development award to the City of Oakland (Total award: \$25.5 million). Managed and monitored the delivery of programs and services of 15 community-based organizations. Served as a liaison between the city and public housing to implement a coordinated service work plan. Advised public housing residents on the development of community governing councils.

**Co-Director.** Oakland Child, Health and Safety Initiative - Oakland, CA

*November 1996 to November 1997*

Coordinated and implemented a Robert Wood Johnson Foundation planning grant. Position was lead staff to a community policy board directing the initiative. Charged by the community board to develop a strategic plan, build community and public institution consensus, and prepare a collaborative proposal. Developed a neighborhood focused participatory plan that builds a partnership between the School District, the City Administration, the County Administration and the community residents. Developmental components included education, safety, health, adult support and youth development. Acted as liaison to the city political and administrative institutions. Worked with multiple jurisdictions, non-profits and community-based organizations and neighborhoods.

**Assistant to the Mayor, Community and Economic Development.** Office of the Mayor - Oakland, CA

*February 1995 to July 1996*

Advised the Mayor of Oakland on policy, budgetary, and legislative matters. Served as liaison to the City Manager and the Community and Economic Development Agency of the City. Coordinated policy initiatives and council approved general plans. Mayor=s representative to the City Council Economic Development Committee. Facilitated city partnerships with the Chambers of Commerce, corporate business community, local sports franchises, and small business communities in the city. Served as a representative and spokesman on behalf of the city on delegations to the federal and state executive branches, throughout the country, and on economic trade missions abroad.

**Assistant Director.** Mayor's Office of Drugs and Crime - Oakland, CA

*June 1991 to January 1995*

Provided policy recommendations and coordinated public safety initiatives for the Mayor of Oakland. Served as a liaison for the Mayor's Office to: the police and fire departments, non-profit organizations, health agencies, and community groups. Administered youth focused initiatives addressing violence, truancy, drugs and health. Coordinated special projects including; local and statewide intergovernmental collaborations, hosted federal cabinet member visits, and facilitated federal grant applications such as the federal Empowerment Zones. Lead cooperative projects with federal, state, and county governments to acquire funding and resources for the City of Oakland.

**Fiscal and Policy Analyst.** Legislative Analyst's Office - Sacramento, CA

*June 1989 to May 1991*

Provided nonpartisan budget and legislative analysis of various state departments and agencies to the California Legislature; conducted program reviews and determined the fiscal impact of ballot measures and legislation. Provided testimony and written presentation to the Legislature at fiscal hearings. Proposed policy alternatives to the Legislature and expected implications to proposed actions.

**Financial Systems Consultant.** CACI, Inc. - Arlington, VA

*May 1988 to August 1988*

Conducted all aspects of systems development, from preliminary review to final implementation of financial and management information systems for various clients. Developed a computer-aided interfund billing system (CAIBS), used by the Naval Supply Systems Command.

**Claims Adjuster.** Liberty Mutual Insurance Company - Santa Ana, CA

*February 1987 to September 1987*

Reviewed, investigated and made payout recommendations on client automobile and injury claims. Managed a client portfolio and dispersed claims according to investigative analysis and client interviews. Prepared reports and incident reconstruction for court filings and cases.

**Policy Analyst.** National Urban League - Washington, D.C.

*August 1986 to December 1986*

Researched, compiled, and analyzed social service issues for the League's position papers and congressional bill activities. Prepared policy recommendations for League consideration. Compiled issue paper entitled: "Barriers to Access for People of Color Attempting to Influence the Government Process."

**Program Coordinator.** Cornell University - Ithaca, NY

*August 1995 to June 1986*

Festival Planning Committee. Organized all necessary services for a three-day annual event. Coordinated over 400 people from visiting universities and institutions in workshops and a major concert event. Managed the committee budget and supervised a staff of fifteen.

*Summers of 1984 and 1985*

Summer Session College. Administered programming for summer session college. Arranged numerous activities including meals, recreational programs, social events and educational sessions for 800 students in a college program. Developed and implemented programming for student residential housing units.

**EDUCATION**

**Carnegie Mellon University.** The Heinz School of Urban & Public Affairs - Pittsburgh, PA

Master of Science in Public Management & Policy, May 1989.

**Cornell University.** College of Human Ecology, Ithaca, NY

Bachelor of Science in Policy Analysis, January 1987.

**Alfred P. Sloan Foundation Fellowship for Public Policy and Administration:**

Rand Corporation, Rand Graduate School, Senior Institute, Summer 1987

Stony Brook University, Harriman College, Junior Institute, Summer 1986

**ACTIVITIES**

<b>First Graduate</b>	Board President	2004-present
<b>CompassPoint Non-profit Services</b>	Board Chair	2005-present
<b>Forum of Regional Associations</b>	Past Board Chair	2005-present
<b>Youth Radio</b>	Boardmember	2004-present
<b>Youth Leadership Institute (YLI)</b>	Boardmember	2006-present
<b>Council on Foundations</b>	Boardmember	2006-2008
<b>Bay Area Blacks in Philanthropy (BABIP)</b>	Past Board Chair	1998-2010
<b>XCEL Leadership Academy HS</b>	Boardmember	2004-2008
<b>Foundation Consortium of California</b>	Executive Board, Program Chair	1999-2004