

CLYNTHIA BURTON GRAHAM

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CAREER CAPSULE

I am a remarkably knowledgeable, efficient and reliable asset with extensive non-profit management experience impacting organizational presence, profitability and performance through execution of high impact skills and abilities.

Successful in utilizing a consultative approach to access key decision makers/ benefactors network effectively and create synergistic relationships. Excel in focusing efforts of diverse groups and staff demonstrated through team leadership of more than 30 staff and 1000+ volunteers. Also, possess knowledge of grant writing and grant management, funding and capacity building with achievements in securing local, state, federal and foundation grants. Proficient in managing/ developing budgets with strong ability to plan/ organize high-level business affairs, while maintaining efficient control of financial/human resources.

CORE COMPETENCIES

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| • Team Leadership/ Development | • Public Relations | • Change Management |
| • Community Outreach | • Community Collaborations | • Problem Resolution |
| • Proposal, Curriculum and Grant Writing | • Strategic Management | • Results Oriented |
| • Project and Grant Management | • Personnel Management | • Funding/ Promotion Campaigns |
| • Operations Management | • Policy Implementation | • Critical Decision Making |
| • Staff Training/ Development | • Planning and Scheduling | • Facility Management |
| • Program Design, Implementation and Evaluation Measures | • Special Event Planning/ Management | • Budget Development, Allocation and Monitoring |

KEY SKILLS

- Exceptional work ethic and commitment to organizational objectives.
- Excellent and effective verbal and written communication skills.
- Ability to develop and deliver plans, progress reports, documentation and presentations.
- Creative and innovative thinker bringing energy, enthusiasm, and teamwork ethic to problem resolution.
- Skilled at brokering strong working relationships with constituent groups including boards, committees, volunteers, community associations and other external audiences.
- Extremely proficient in several the use of technology programs, such as Microsoft Suite, Prezi, and many others, as well as social media savvy.

PROFESSIONAL EXPERIENCE

CONSULTANT-FEB 2012 to the present

- Provide technical and hands-on assistance for profit and non-profit organizations in the areas of: business management, data management, personnel management, strategic planning, copyediting, funding resource development, grant search, and program development to build capacity and support missions.

- Partial Client List: S.W.A.T. Fitness, Oji Fit World, Inc., Kathy Korey Consulting, Inc., Montgomery County Collaboration Council and others.
- **Reviewer for DC Children and Youth Investment Trust Corporation FY15 DC Youth link Coalition RFP's.**

D.C. DEPARTMENT OF PARKS AND RECREATION, Community Recreation Division, Washington, DC

WARD MANAGER

2011 – 2013

Key responsibilities:

- Designed forms and processes to enhance communication and the flow of information in the division including report forms and designing program grids to assist in capturing true assessments of site activities.
- Grew and developed the quality, scope and size of service through seeking opportunities and by implementing a continuous performance improvement cycle.
- Maintain thorough records of staff training needs, training programs provided and associated financial and contractual reporting documentation.
- Create and implement staff training and development programs including motivation/ leadership trainings.

Significant achievements:

- Directly supervised 12 recreation sites and 38 staff in 2 of the city's 8 diverse wards.
- Acquired management responsibilities of a second ward in less than one year.
- **Successfully liaised with outside agencies resulting in partnerships that provided valuable resources to site offerings, such as the U.S. Olympic organization.**
- **Wrote and received several small grants for ward programs.**

BIG BROTHERS BIG SISTERS OF CENTRAL MARYLAND, Southern Maryland Region, Baltimore, MD

REGIONAL DIRECTOR

OCT 2007 – AUG 2010

Key responsibilities:

- Managed efficient staffing, performance management, policy enforcement, team member training and development.
- Conducted staff/ volunteer supervision, mentoring and effective feedback to management and staff in company policies and procedures
- Managed spending against budget, controlling spending in relation to changes in fiscal planning.
- Ensured effective management of the program guidelines and budgets and networking with other related services.
- **Wrote and developed grant programs and managed regional, county and local grants.**

Significant achievements:

- **Administered efficient donor cultivation and special events management resulting in 50% increase in Golf Classic event revenue.**
- Recruited 3 new board members and managed Southern Maryland regional office.

YOUNG WOMEN'S PROJECT

DIRECTOR OF TEEN WOMEN IN ACTION

2007 – 2009

Key responsibilities:

- Coordinated program components, supported needs and materials for the purposes of delivering services which conform to established guidelines.
- Developed long and short range plans/ programs and/ or budgets for the purposes of ensuring resources are effectively utilised, expenditures are within budget and project objectives are achieved.
- **Coordinated and facilitated grant writing for local government and foundation grants, research and reporting resulting in continued and increased funding to the agency.**
- Established new partnership opportunities through outreach and network building to increase program service numbers and program offerings.
- Developed and delivered training and curriculum programs for department and agency staff.

Significant achievements:

- Successfully managed 6 high school service sites to ensure successful programming for female teens and 4 staff facilitators.
- **Introduced technology use into programming and program administration by acquiring donated desk top and lap top computers, as well as software.**

CHURCH WORLD SERVICE INTERNATIONAL RELIEF AGENCY, Mid Atlantic Region, Elkhart, IN
REGIONAL DIRECTOR **1999 – 2003****Key responsibilities:**

- Motivated 2 team members and hundreds of volunteers in 2 sites, trained, led them and worked towards the completion and betterment of the project and ensured successful completion of the project.
- Promoted new event opportunities, increased public relation appearances and created a regional advisory council.
- **Cultivated and managed corporate and major donor relations.**
- Piloted a new website to increase visibility and marketability.

Significant achievements:

- Directed a successful merger of two regions (five states) into one viable entity.
- **Oversaw the newly established region reaching a 2+ million dollar milestone within four years.**

ADDITIONAL EXPERIENCES

Period	Company	Role
1994 – 1999	Community Police Department, City of East Orange	Safe Heaven Director
1992 – 1994	East Orange YMCA	Urban Services Director
1990 - 1992	National Capital YMCA	Assist Director of Community Programs

EDUCATION

- ❖ **B.A. Psychology (Dean's List), Minor Women's Studies**
Caldwell College, Caldwell NJ (2002)
- ❖ **University of Maryland University College, Master's Program for Non Profit Management, 12 credits**
Adelphia, MD (2011)
- ❖ **University of Baltimore, Creative Writing MFA Program, Baltimore, MD (Graduation: June 2017)**

PROFESSIONAL DEVELOPMENT

- ❖ **Child Trends**
Becoming an Evidence Based Program, Washington, DC (2012)
- ❖ **Planned Giving: Nuts and Bolts**
Centre of Philanthropy/ Indiana University, Elkhart, IN (2001)
- ❖ **Donor Development Training**
The Artful Journey/ MOVES Management/ William Sturtevant, Atlanta GA (2000)
- ❖ **Certification of Volunteer Management**
Volunteer Clearinghouse, Washington, DC (1991)

REFERENCES & SAMPLES

❖ Furnished upon request