

**PROFESSIONAL
EXPERIENCE**

Director, Office of Housing & Community Development, City of New Bedford

New Bedford, MA | December 2022–present

- Lead City department of 20 employees to execute community development and housing projects
- Manage nearly \$10 million in annual federal funding and compliance with related regulations
- Primarily responsible for recruiting of housing development and overseeing projects from City perspective
- Implement Community Development Block Grant programming across the City
- Administer federal Continuum of Care homelessness grant of \$3 million in partnership with homeless service provider agencies and partners
- Responsive to elected officials, residents, and other community stakeholders
- Supervise Community Services, Council on Aging, and Veterans Services Departments in addition to day-to-day activities of the Office of Housing and Community Development

Assistant Executive Director, PACE Inc.

New Bedford, MA | September 2015 – December 2022

Leadership, Planning & Compliance

- Under the direction of Board of Directors and Executive Director, serve agency as Chief Operating Officer. Attend & regularly present and lead discussions with Board of Directors & Senior Leadership Team
- Led collaborative Strategic Planning processes in 2018 and 2020, including comprehensive community and agency assessments, internal and external surveys, stakeholder interviews, and visioning processes. Ensure day-to-day implementation & reporting and integration of Results Oriented Management (ROMA)
- Manage array of reporting and compliance related to complex federal, state, and private grants. Maintain strong relationships with monitors and auditors. Increased federal compliance ratings by 25%
- Represent agency in local and statewide coalitions, partnerships, as a spokesperson with media entities, publications, and to government officials, funders, volunteers, and in related development efforts

Program Impact

- Provide ongoing leadership & support to 10 programs in basic needs, education, workforce development & health
- Spearheaded revitalization of PACE's housing efforts with creation of Housing Opportunity Center, growing staff from 1.5 FTE & budget of \$150k to staff of 7.5 FTE with 21-22 budget of \$3M. The program led local response to pandemic-related housing needs
- Devised operational plan to scale up food pantry distribution by 500% to meet community demand during pandemic through new mobile pantries, third-party deliveries, offsite storage, added staffing, hours & logistics.
- Developed concept and funding strategies for new state-of-the-art food center, opened Fall 2022
- Introduced innovative marketing approaches in 25k+ client Fuel Assistance program that have become best practices statewide among 22 agencies (social media, robo-calling, direct mail, transit campaigns)

Finance & Operations

- Designed annual budget process and developed agency-wide budgets of \$57M, \$66M, \$72M, and \$87M
- Strategize spending approaches to maximize resources; project, monitor, report on budget to Board of Directors
- Coordinate major procurement efforts (real estate, construction, vehicles, school busing, audit services)
- Led negotiations with Head Start teacher's union to settle transformative three-year CBA in 2022
- Orchestrate benefits renewal strategies, finding savings & approaches to maintain 90% agency-paid health plan
- Manage real estate acquisition, agency construction/renovation projects, capital planning and execution.

Community Center Coordinator, People Incorporated

Fall River, MA | May 2013 – September 2015

- Drove growth and development of school-based family resource centers in Fall River elementary schools
 - Expanded programming at each site to serve families by providing case management, family support, food pantries, after-school programs, activities and workshops, and adult basic education programming
 - Established over a dozen effective partnerships with community organizations
 - Developed, implemented, and supervised 160-hour state grant-funded Urban Youth Collaborative (UYC) internship program in 2014 & 2015
 - Through demonstrated success of the program, attained approval to double size and budget of UYC internship program
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PUBLIC SERVICE & LEADERSHIP

New Bedford School Committee

January 2014 – January 2022

- Ran successful city-wide campaign in November 2013, becoming the youngest official ever elected in New Bedford
- Charged with board-level oversight of 2,000 employees, 13,000-student school district, and its \$180+ million budget
- Vice-Chair 2016-17. Chair, Policy Committee. Member of Finance, Facilities, Transportation Committees
- Extensive experience with education policy, public advocacy, labor relations, public finance, facilities, transportation
- Led fundraising and grassroots public political campaigns in 2013 & 2017.
- Also served as appointee on Greater NB Regional Vocational District School Committee Jan 2019-Aug 2020
- Served as board member for Massachusetts Association of School Committees, leading Urban Districts Division

New Bedford Homeless Service Providers' Network

February 2017 – Present

- Chairperson since 2020. HSPN acts as New Bedford's planning body that coordinates housing and services funding for homeless families and individuals. Executive Committee member since 2017.
- Works in concert with New Bedford Office of Housing & Community Development to determine priorities, distribute funds, and manage federal homelessness programs.

New Bedford Library Board of Trustees

May 2022 – Present

- Appointed by Mayor Jon Mitchell; carry out governing, policy, and planning activities to guide public library system

New Bedford Commission for Citizens with Disabilities

January 2016 – February 2019

- Appointed by Mayor to help alleviate issues faced by persons with disabilities and to take action to ensure their equal status in the city. Successfully led campaign to increase handicap parking violation fines in New Bedford from \$100 to \$250, doubling CCWD revenue and increasing citizens' access.

EDUCATION

Master of Business Administration

UMass Dartmouth
Public Management & Leadership MBA

Bachelor of Arts (Political Science)

UMass Dartmouth
Commonwealth Scholar

School Business Administrator Licensure Program

Worcester State University
Licensed by DESE February 2020

OTHER QUALIFICATIONS, SKILLS & ACCOLADES

- Massachusetts Certified Public Purchasing Official (MCPPO)
 - Completed Public Contracting Overview & Design, Construction Contracting, and Supplies & Services Contracting. Certified Spring 2021.
- Notary Public in Commonwealth of Massachusetts
- Nationally Certified Results Oriented Management Accountability (ROMA) Implementer
- 2017 SouthCoast Emerging Leader Award Nominee
- Graduate of Leadership SouthCoast, Class of 2017
- Named Massachusetts Association of School Committees "Life Member" in 2020
- Graduate of MASSCAP Leadership Development Institute, 2017
 - Thesis: "Recruiting, Retaining, and Rethinking Rising Up the Ladder in CAP Agencies"
- Political Science Emeritus Professor Award for Overall Outstanding Scholarship
- Ethics Certification from Commonwealth of Massachusetts
- Certified in AHA healthcare provider CPR, completed EMT course
- Well-versed in all Microsoft Office suite programs, video, photo, graphic editing, social media marketing, website management and design

REFERENCES

Available on request
