

Emily Arpke

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SUMMARY STATEMENT

Master level of education in Public Administration with 8 years of professional experience in finance, planning, organization, management, and development. Excels in critical thinking and problem solving. High level of commitment and loyalty to service and community development.

PROFESSIONAL SKILLS

Education	Bachelor of Science in Public Administration and Nonprofit Management from University of Central Florida; Master of Public Administration from Northeastern University; Accounting, Graduate Certificate at Bridgewater State University.
Employment	My employment has been in self-management and top leadership settings that require motivation and a strong work ethic, as well as the ability to develop personnel and make decisions on behalf of many. I have succeed using my problem-solving abilities, financial knowledge, and community development expertise to serve communities full of opportunity and diverse populations.
Personal	Nothing is impossible with hard work and dedication. Every day is a chance to be better, grow, and learn more. Highly organized and driven.

PROFESSIONAL WORK EXPERIENCE

City Auditor, July 2022 – Present

City of New Bedford, Massachusetts

Supervisor: Bob Ekstrom, (508) 979-1441

Manage annual audit and produce Annual Comprehensive Financial Report, received GFOA's Certificate of Achievement for FY2022 Audit. Review and submit annual Single Audit report. Complete DOR Balance Sheet submission for annual free cash certification and appropriate Free Cash with administration. Submit annual Tax Rate Recap with Assessor. Review and finalize annual DOR Schedule A submission. Complete annual CP-2 submission. Review and recommend all annual departmental and other budgets and spending plans, requests for supplemental appropriations, and requests for transfers, revenue, and appropriations prior to submission to the Mayor and City Council. Monitor the expenditures of all funds, including periodic reporting by or to the appropriate body, agency, or officer of the status of accounts, including the continuing review of the spending plan for each department or activity of the city. Review all contracts, budget amendments, journal entries, etc. city wide. Oversight of City ARPA funds for award, obligation, expenditure, and reporting. Develop new Grant management team for City centralized grant management, including providing technical assistance in applying for funding and compliance with funding regulations. Support relationships with outside financial agencies, oversee debt plans, and make presentations for the successful sale of new bonds. Provide support for Union contract negotiations with costings, compensation studies, and reports for decision making. Support implementation of management reclassification study. Present to and communicate with City Council as needed to complete City financial tasks. School Building Committee and Retirement Board member. Manage City Auditor's Department team of ten.

Chief Operating Officer, March 2018 – June 2023

Brockton Redevelopment Authority, Brockton, MA

Previous Titles: Community Development and Compliance Director and Community Development Program Manager

Supervisor: Robert Jenkins, (508) 586-3887

Responsible for all grant programs, financial management, budgeting, and compliance management of the Brockton Redevelopment Authority's activities and services, staffing and office operations, and organizational planning. Coordinate, manage, write and obtain federal, state and local grants budgeting and compliance for \$9M annually. Majority of time spent on CDBG, HOME, LBPHC, and Section 108 Loan HUD grants. Compliance for all funding and activities taken on by the organization. Use community engagement and data to further all program goals and evaluations. Assist in development plans and activities as a quasi-government agency. Build relationships with community, developers, organizations, and City leaders to advance the City's development vision. Develop and manage staff in training, policies, and growth. In three years, I have added over \$6.5M in grants outside of our annual funding and doubled the staff.

Development Coordinator, March 2015 – March 2017

JDRF, Wellesley, MA

Supervisor: Amy Montalto, (617) 910-7542

Coordinated and managed as many as 10 events annually in hand with committees, vendors, and staff. Used data analysis to further all program goals and evaluations. Assisted in budget management and event planning for the \$2 million annual Gala. Built relationships with donors and volunteers to advance the organization's mission. Applied for local grants under \$10k. Reinstated Young Leadership Committee.

OTHER WORK EXPERIENCE

President and Director, May 2018 – December 2022

PROVA!, Brockton, MA

Salary: None

Job Type: Volunteer

Converted group effort project into official nonprofit. Manage fundraising, budgeting, scheduling, reporting, board growth and development for community development organization in Downtown Brockton.

EDUCATION

Accounting, Graduate Course Work, December 2021 – December 2022

Bridgewater State University, Bridgewater, MA

Master of Public Administration, September 2016 - May 2018

Northeastern University, Boston, MA, GPA 3.6

Bachelor of Science in Public Administration, August 2012 - May 2015

Minor in Nonprofit Management

University of Central Florida, Orlando, FL, GPA 3.4

CERTIFICATIONS/TRAINING

- **CDBG Basics**
- **CDBG Advanced**
- **HOME Basics**
- **Annual National Community Development Association Conferences and Training**
- **Certified Nonprofit Professional**

VOLUNTEER EXPERIENCE / COMMUNITY SERVICE

Teen Court, 2009 - 2012

Inverness, FL

Volunteer teen attorney for teen court where adolescents who commit their first crime could go for a second chance, and an opportunity to have their record expunged.

JDRF, 2014 – 2018

Altamonte Springs, FL and Wellesley, MA

Development intern for a year in the Altamonte Springs office part time and continued to volunteer at events there and here outside of my employment.