



DANA HOWARD

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PROFESSIONAL EXPERIENCE

NEW MEXICO STATE ENERGY OFFICE, EMNRD | Energy Efficiency Program Manager, Buildings And Community

8/23 – Present

- | Manage the Buildings and Community Energy Efficiency programs for the Energy, Minerals & Natural Resources Department
- | Oversee the \$10M Community Energy Efficiency Development (CEED) Program, the \$1.78M Energy Efficiency and Conservation Block Grant (EECBG) Program, and the \$5.71M Energy Efficiency Revolving Loan Fund (EERLF) Program
- | Plan, coordinate, and evaluate the day-to-day operational, fiscal, and administrative activities for grant management and program development of the Buildings and Community programs
- | Strategically design, develop, and execute the CEED Program guidelines, policies, and processes for program implementation and grant application, including State RFA solicitations, application evaluation, performance measurement and data collection, monitoring, reporting, and related goals and objectives
- | Write and receive grant funding to support NMSEO initiatives, including the DOE \$1.78M Energy Efficiency and Conservation Block Grant (EECBG)
- | Collaborate with NMSEO staff in developing and writing proposals, including the Home Electrification and Appliance Rebates, Home Efficiency Rebates, Energy Auditor Training Grant, and Climate Pollution Reduction Grant proposals
- | Oversee development of annual program budgets and program financial projections
- | Serve on the EMNRD Website Steering Committee

NEW MEXICO STATE ENERGY OFFICE, EMNRD | Community Energy Efficiency Development Program Manager

11/22 – 8/23

- | Managed the Community Energy Efficiency Development (CEED) Program for the Energy, Minerals & Natural Resources Department
- | Planned, coordinated, and evaluated the day-to-day operational, fiscal, and administrative activities for grant management and program development of the CEED Program
- | Led administrative law rule development and implementation for the CEED Program, issued public notices, held public hearings, and published New Mexico Administrative Code, Rule 19.1.10
- | Collaborated with NMSEO staff in developing and writing proposals, including the Training for Residential Energy Contractors Grant and Energy Efficiency Revolving Loan Fund Grant
- | Oversaw development of annual program budgets and program financial projections

SERVE NEW MEXICO COMMISSION, NMDWS | Program Officer

5/21 – 11/22

- | Program Officer with the New Mexico Department of Workforce Solutions, AmeriCorps Division
- | Oversaw a portfolio of eight AmeriCorps State and National programs for New Mexico, totaling over \$4M in federal grants
- | Supervised and managed the programmatic, financial, technical, and administrative components of grants management and program development
- | Provided technical assistance and program development to grantees throughout the grant year, ensuring all aspects completed and compliant with federal policies and regulations
- | Provided authoritative information to grantees by relaying legal and regulatory requirements for programmatic and fiscal management, serving as in-house expert and resource for the department
- | Collaborated on developing and revising guidelines, policies, and processes on program delivery, monitoring, compliance, data analysis, performance management, risk assessment, record management, and related operational goals and objectives

AMERICAN CONSERVATION EXPERIENCE | National AmeriCorps Program Manager

12/18 – 2/21

- | Independently managed the national AmeriCorps program portfolio of 3 federal AmeriCorps grants for 12 divisions/1,000 members annually
- | Researched, wrote, and reviewed federal and state CNCS grant applications and proposals
- | Oversaw and managed programmatic, technical, financial, and administrative components of grant management and program development on a national scale
- | Served as subject matter expert for organization, relayed regulatory requirements and updates to divisions
- | Developed, managed, and implemented programmatic policies and procedures
- | Maintained grant oversight by ensuring timely, accurate, and complete submission of reporting requirements
- | Ensured compliance of policies and procedures through monitoring, evaluation, and implementation of corrective action plans
- | Provided training and technical assistance, oversight, and mentorship for AmeriCorps program managers, recruiters, and associated staff
- | Led strategic planning for the growth and development of the AmeriCorps program
- | Justice, Equity, Diversity, and Inclusion Exploratory Task Force and on the Diversity, Equity, and Inclusion Working Group, The Corps Network DEI Moving Forward Initiative

AMERICAN CONSERVATION EXPERIENCE | AmeriCorps Program Manager, Southwest

5/17 – 12/18

- | Oversaw and managed the programmatic, technical, and administrative components of AmeriCorps grant management and program development for the Southwest Division
- | Provided training and technical assistance for AmeriCorps members and other regional AmeriCorps Program Managers, facilitated with relaying CNCS legal and regulatory requirements and guidance
- | Responsible for enrollment, onboarding, and management of 250 AmeriCorps members annually.
- | Developed and delivered training for AmeriCorps members and supervisors, including orientation, professional development, and other direct programming
- | Facilitated with the review and writing of grant applications
- | Maintained grant oversight by ensuring timely, accurate, and complete submission of reporting requirements
- | Developed partnerships with local National Service organizations, community partners, and nonprofits to create volunteering and professional opportunities for members
- | Served as mentor for youth participants, and staff liaison for the Diversity, Equity, & Inclusion Affiliate Forum

DANA HOWARD MARKETING | Director

9/12 – 4/17

- | Acted as a consultant regarding the development of promotional materials for governmental and nonprofit clients in the energy and conservation fields
- | Developed, implemented, and managed competitive outreach and marketing campaigns and strategies
- | , coordinated, and executed various public relations, fundraising, and community events
- | and produced communication plans, marketing timelines, press releases, graphics, deliverables
- | Fostered and maintained collaborative working relationships, ensured full customer satisfaction
- | Marketing manager for various City of Flagstaff initiatives, including the Flagstaff Watershed Protection Project (FWPP) Bond Ordinance, City of Flagstaff Wildcat Solar Array Ribbon-Cutting Event, Flagstaff Resiliency and Preparedness Initiative, Flagstaff Municipal Sustainability Plan, Bike to Work Week, and Residential Energy Retrofit Program, as well as other city-wide energy efficiency, materials recycling, and open space initiatives
- | Marketing consultant for various City of Flagstaff initiatives, including the Bond 405 Public Works and Bond 406 Flagstaff Watershed Protection Project (FWPP) ordinances, City of Flagstaff Solar Array Ribbon-Cutting Events, and the Flagstaff Resiliency and Preparedness Initiative

**CITY OF FLAGSTAFF WATER RESOURCES & CONSERVATION DIVISION |
Water Conservation Specialist**

8/16 – 12/16

- | Managed the Flagstaff Conserve2Enhance Water Conservation Community Engagement program, facilitated with other water conservation programs including the Low Water Landscape Rebate Programs, and Residential Water Consultations

- | Conducted research to identify and target best practices for encouraging community water conservation
- | Utilized Innoprise and Naviline programs to collect City of Flagstaff water customer consumption data, maintained databases and records

THE ARBORETUM AT FLAGSTAFF | [Education Programs Coordinator](#)

9/13 – 9/14

- | Hired, trained, and managed Education Department volunteers, interns, and staff
- | Developed, implemented, and executed educational workshops, presentations, and curriculum
- | Oversaw public outreach initiatives and event planning and management, including the annual Gala Fundraising Dinner and Silent Auction event
- | Wrote and received the 2014 Herb Society of America Grant for Educators – “Native Plants for High-Elevation: The Three-Sisters Demonstration Garden”

CITY OF FLAGSTAFF SUSTAINABILITY OFFICE | [Sustainability Aide](#)

10/11 – 9/12

- | Developed, managed, and assisted various City of Flagstaff Sustainability Office projects, including the Flagstaff Municipal Sustainability Plan, Bike to Work Week, Residential Energy Retrofit Program, and Earth Day, as well as other city-wide energy efficiency, recycling, and open space initiatives
- | Solely managed several components of the City’s \$757,000 Federal Energy Efficiency and Conservation Block Grant (EECBG) ARRA funded Residential Energy Efficiency Retrofit Program, including Health and Safety, Quality Control, and Marketing and Outreach
- | Certified as Building Performance Institute (BPI) Building Analyst Professional

EDUCATION

MIAMI UNIVERSITY OF OHIO | [Oxford, OH](#)

5/2018

- | M.A. in Biology | 3.94, *Magna Cum Laude*
- | Advanced Inquiry Program – Phoenix Zoo
- | Wildlife & People in Integrated Landscapes, Global Field Program – Nairobi, Kenya
- | City of Flagstaff Water Resources & Conservation Division Internship

NORTHERN ARIZONA UNIVERSITY | [Flagstaff, AZ](#)

5/2007

- | B.A. in History of Art, minor in Anthropology | 3.7, *Cum Laude*
- | International Study Abroad Program – University of Hull, UK
- | College of Arts and Letters Visual Resource Library Internship

VOLUNTEER EXPERIENCE

HAWKS ALOFT | [Volunteer](#)

1/24 – Present

TREE NEW MEXICO | [Tree Steward](#)

3/22 – Present

MUSEUM OF CONTEMPORARY ART FLAGSTAFF | [Board Director](#)

6/20 – 6/22

THE ARBORETUM AT FLAGSTAFF | [Docent](#)

9/14 – 4/21

TEMPE BICYCLE ACTION GROUP | [Volunteer](#)

3/15 – 10/16

AUDUBON ARIZONA | [Volunteer](#)

1/15 – 9/15

AMERICORPS | [Volunteer](#)

9/11 – 9/14

HIGH COUNTRY RAPTORS | [Docent](#)

2/09 – 10/13

PUBLICATIONS & PRESENTATIONS

- | Presentation: “AmeriCorps Program and Grant Management.” New Mexico AmeriCorps Service Summit – Albuquerque, NM | 10/21
- | Presentation: “Increasing Outdoor Engagement in Marginalized Populations Through Conservation Corps.” Corporation for National and Community Service Office of Research and Evaluation Research Summit – Washington, DC | 9/19
- | Article: “Penstemons and Pollinators on the Colorado Plateau.” Arizona Daily Sun – Flagstaff, AZ | 5/17
- | Presentation: “Promoting Conservation and Sustainable Action Through Increased Environmental Awareness and Engagement.” Miami University Master Plan Colloquium – Phoenix, AZ | 7/16
- | Poster Presentation: “Engagement and Education Through Signage at the Phoenix Zoo.” Miami University Project Design and Assessment Poster Colloquium – Phoenix, AZ | 12/15
- | Presentation: The Art of Propaganda: How Napoleon Used Art as a Political Tool 5/06
- | Presentation: Iconography of Ancient Tibetan Tanhkas 4/05

PROFESSIONAL CERTIFICATIONS

- | Federal Grants Management Certification, Feldesman Tucker Leifer Fidell, LLP – Washington, DC | 10/22
- | State of New Mexico Defensive Driving Course & Administrative Use of State Vehicles – Albuquerque, NM | 7/22
- | City of Albuquerque and Bernalillo County (ABC) Tree Stewards Certification – Albuquerque, NM | 4/22
- | Volunteer Administrators Academy Certification, AZ Governor’s Commission on Service and Volunteerism – Phoenix, AZ | 12/18
- | Mental Health First Aid Certification, National Council for Behavioral Health – Flagstaff, AZ | 6/18
- | Wilderness First Aid Certification, Remote Medical International – Flagstaff, AZ | 9/17
- | Building Analyst Professional Certification, Building Performance Institute, Inc – Flagstaff, AZ | 3/12
- | Building Weatherization Certification, Coconino Community College – Flagstaff, AZ | 2/12