



Qualifications Highlights

- Grant Writer
- Researcher

Education

- MA in English, Virginia Commonwealth University, 2012

Certifications and Trainings

- Grant Writing USA, 2024
- Online@VCU Online course development program & certification, 2019
- VCU Institute for Inclusive Teaching, 2014

Grant writer, researcher, and project manager, dedicated to promoting community development that centers equity, sustainability, and innovation.

Emily Williams, MA

Grants Specialist

RELEVANT EXPERIENCE

Researches funding opportunities and makes application recommendations that meet and enhance the goals of the commission, member local governments and established regional priorities. Coordinates application preparation and submission, serving as team lead with internal staff subject matter experts and external stakeholders to prepare and submit quality, competitive applications for funding opportunities. Project manages grant processes to include status reports on applications, organization contact reports, and maintain a calendar of critical steps, ensuring that grant timelines and key deliverables are met. Tracks grants, including oversight of the project budget and deliverables compared to the approved timeline and coordination with the finance manager to prepare required monthly, quarterly, and annual financial reports. Provides technical assistance to member jurisdictions and partner organizations for grant identification and support for proposal development and submission.

PROJECT EXPERIENCE

EPA Climate Pollution Reduction Implementation Grant, PlanRVA, Richmond, Present

Grants Specialist, Fall Line Trail project. Bike and pedestrian trail that connects 7 localities in the greater Richmond region.

Governor's Agriculture and Forestry Industries Development Fund, PlanRVA, Present

Grants Specialist, uLESA Urban Agriculture project. GIS mapping of urban agricultural land use.

Virginia Commonwealth University, Richmond, 2012–2018

National Scholarship Office Reviewer.

Reviewed and supported applications for Fulbright, Boren, Critical Language Scholarship, Peace Corps, and other academic grants.



National Endowment for the Humanities grant application, Elise A. Friedland, Washington, DC, 2019

Project Editor. Provided feedback on NEH grant proposal for classical architecture book project.

Faculty Fulbright Application, Diane Cline, Washington, DC, 2017

Project editor. Dr. Cline won the Fulbright grant to the University of Crete.

SELECT PUBLICATIONS AND PRESENTATIONS

Presentations

UNC Charlotte Conference on Writing Studies: Risks and Rewards in Writing Studies Classrooms: "Course Themes Critiquing Injustice" (10/25/19)

College English Association, New Orleans, "Inclusivity in Practice in the Classroom" with Thad Fortney (moderator), Ryan Cales, Tom Nelson, and Amber Pearson (3/30/19)

Institute for Inclusive Teaching 2018–19, VCU, "Gender Dynamics and Course Evaluations." (5/17/18)

VCU New Faculty Orientation: "Women and Minorities in the Classroom," with Faedah M. Totah (1/11/18)

Equity and Inclusion Leadership Symposium, VCU, "Minority Faculty and the Classroom," with Faedah M. Totah (9/18/17)

AWARDS

University College Teaching Award for Innovative Project, 2019, Virginia Commonwealth University

EMPLOYMENT HISTORY

Virginia Commonwealth University. Associate Professor, Focused Inquiry. 2013–2023
Reynolds Community College. Instructor, English. 2012–2013