

Sara Kane
MA, CPM, LEED GA

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Education	Florida State University Certified Public Manager Leadership training	Tallahassee, FL August 2023
	University of South Florida- Patel College of Global Sustainability Master of Arts in Global Sustainability Concentration: Water Research: Urban watershed management and policies	Tampa, FL August 2015 GPA: 4.0
	Texas A&M University Bachelor of Arts, Maritime Studies Research: Tropical marine ecology and scientific diving	Galveston, TX August, 2003
Experience	Sarasota County, UF/IFAS Extension and Sustainability Sustainability and Resilience Manager , Manager II Sustainability Program Supervisor , Business Professional III	Sarasota, FL May 2023-Present Aug. 2018-May 2023
	<ul style="list-style-type: none">• Oversee all functions of the Sarasota County sustainability and resilience programs.• Develop, administer, and monitor the Sustainability business plan and workplans, including grant management duties.• Develop and implement program strategic plan items and goals, track, and report on program metric outcomes through monthly, quarterly, and annual reports.• Stay up to date on federal, state, and local funding opportunities. Pursue, write, and apply for grants.• Manage grant administration and deadlines, complete grant reporting requirements.• Prepare, monitor, and administer program and grant budgets.• Procure, negotiate, and oversee bids, contracts and coordinates with other units or agencies on incorporating sustainability into their contracts.• Work with teams across departments to support sustainability initiatives through process, purchases, and policies; work with county leadership to incorporate sustainability as a lens through which all decisions are evaluated.• Convene action teams to facilitate and oversee implementation of commitments and development of new initiatives.• Provide project and technical assistance or connection to outside experts.• Support strategic conversations, reports, presentations, and projects with BCC and Administration to ensure clear direction and maintain county leadership.• Coach, counsel, and mentor program staff; conduct performance evaluations; prioritize and delegate work assignments; conduct interviews, make hiring recommendations, and train staff.• Prepare and encourage staff to pursue professional development and succession planning opportunities, partner with HR on employee relations.• Engage residents, businesses, and non-profits as partners in building a sustainable community through outreach, education, collaborative projects, and service delivery.• Implement strategic initiatives with an aim of achieving long term sustainable economic development and place-making.• Develop strategic plans for reaching the community with sustainability messages.• Convene community conversations to maintain an understanding of community sentiment and priorities and develop partnerships to achieve mutual sustainability goals.• Work with partners to strengthen the sustainability of existing programs and identify new innovative initiatives; maintain connections necessary to ensure an understanding of the	

strengths of local community sustainability and develop programs and policies that would enhance those niches.

- Represent the county at events, forums and speaking engagements; networks and cultivates critical relationships.

Sustainability Outreach Coordinator, Business Professional I June 2015-Aug. 2018

- Led planning and implementation efforts for sustainability events and workshops.
- Developed and maintained communication tools: website, newsletters, brochures, social media.
- Represented county sustainability at community events and speaking engagements.
- Developed technical reports about sustainability programs and policies.
- Provided consulting to internal and external stakeholders in their efforts to improve sustainability and implement innovative practices.
- Maintained communication with diverse, strategic community and enterprise partners.
- Provided continual opportunities for engagement with a goal of ensuring a connected and informed sustainability network.

Sarasota Bay Estuary Program

Sarasota, FL

Public Outreach Manager

Sept. 2009-May 2015

- Maintained collaborative working relationships with local environmental agencies and groups by assisting public, private and non-profit partners with outreach program development, issue awareness, implementation, meetings, committees, and task forces that further Sarasota Bay Estuary Program (SBEP) goals.
- Promoted green infrastructure practices to encourage stormwater reduction techniques and return on investment.
- Communicated with local, state, and federal officials on the SBEP Technical Advisory Committee, Management Board, and Policy Board.
- Worked as a project manager for contractors and budgets of multi-year education, outreach, and restoration projects.
- Managed the SBEP Economic Value Study of Sarasota Bay.
- Managed the SBEP Climate Ready Estuaries projects that include climate change and sea level rise outreach initiatives.
- Developed and managed implementation of the Citizens Advisory Committee (CAC) Action Planned projects each year including educational and promotional materials, current and new marketing programs, events, education programs, teacher training workshops, internship program, community grants, volunteer programs and kayak tours.
- Organized CAC meetings by preparing agendas, minutes, and reports.
- Promoted environmental stewardship techniques and sustainability programs to the public through traditional and new media sources including press releases, press conferences, websites, social media, blogs, newsletters, reports, brochures, educational publications, presentations, and workshops.
- Presented projects at local, state, and national conferences.
- Organized SBEP special events including the Sarasota Bay Awards Program and the annual Sarasota Bay Water Festival.

TKW Consulting Engineers Inc.

Fort Myers, FL

Environmental Scientist, independent consultant

July 2008-Sept. 2009

- Worked as field team leader for submerged aquatic vegetation (SAV) surveys.
- Assessed water-quality parameters using a YSI, turbidity meter, secchi disc, and LI-COR to measure Photosynthetically Active Radiation (PAR).
- Maintained database and analyzed data.

Mote Marine Laboratory

Sarasota, FL

Scientific Diver, independent consultant

April 2009-Sept. 2009

- Monitored inshore and offshore artificial reef systems including finfish and invertebrate identification, abundance, and distribution.
- Authored inshore and offshore artificial reef monitoring paper.

Assistant Dive Safety Officer

Feb. 2006-June 2008

- Designed and taught curriculum for the American Academy of Underwater Sciences class for volunteer scuba divers.
- Recruited and managed scientific dive volunteers and interns for the Dive Operations Program and the Aquarium.
- Taught staff, interns, and volunteers in PADI Open Water, Advanced, Rescue, First Aid, CPR, and DAN Oxygen administration classes.
- Organized annual events including Mote Marine Laboratory's Artificial Reef Cleanup and Pirate Coast Dive Festival.

Efest, Positive Change Media

Sarasota, FL

Senior Coordinator

July 2008-Dec. 2008

- Held in charge of community outreach and customer relations for Florida's Green Living Music and Arts Festival.
- Built network of volunteers and supporting sustainability businesses in the local community.

Computer Skills

Constant Contact and Mail Chimp Email Marketing
Survey Monkey and Qualtrics
Canva
Word Press
Social Media
Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Access
Adobe Photoshop & Acrobat XPro

Training & Professional Development

Academy of Leadership Excellence Sarasota County
Certified Public Manager
Dale Carnegie Leadership Training for Managers
HR Management Training Sarasota County
USGBC LEED Green Associate
NOAA Coastal Community Planning training
NOAA Managing Visitor's Use in Land and Marine Conservation Areas training
Water Words that Work training
Rotary International Group Study Exchange scholar to South America and Caribbean
Florida Green Building Coalition member
US Green Building Council member
Urban Sustainability Director's Network, Southeast Sustainability Director's Network, and Florida Sustainability Director's Network member
Tampa Bay Regional Resiliency Coalition steering committee member
PADI Open Water Scuba Instructor

Awards & Grants

2023 EPA Climate Pollution Reduction Planning Grant - \$1,000,000
2022 FDEP Resilient Florida Planning Grant - \$275,000
2021 FDACS Low-Income Residential Energy Efficiency Grant - \$100,000
2020 Barancik Foundation, Sarasota Housing Authority, Housing Affordability through Energy Efficiency grant - \$455,000
2020 SolSmart Silver Award
2022 NEAFCS Southern Region- Extension Housing Outreach Award- 1st place for Healthy Homes and Energy Upgrade programs
2022 NEAFCS Southern Region- Community Partnership Award - 2nd place for Partners for Green Places

2022 NEAFCS Southern Region- Environmental Education Award- 1st place for Energy Upgrade program
2022 FANREP- Outstanding Educational Materials, Short Publication- 2nd place for Energy and Water Saving Factsheet
2022 FEAFCs- Community Partnership Award for Partners for Green Places
2022 FEAFCs- Environmental Education Award for Energy Upgrade program
2022 FEAFCs- Extension Housing Outreach Award for Healthy Homes and Energy Upgrade programs
2023 LEED for Cities and Communities Gold level certification and national accreditation