

PROFILE

Gifted leader and nonprofit expert with 10+ years of experience growing programs, motivating volunteers and staff, and providing administrative excellence. Earned a master's in public administration and several awards for strategic planning.

PROFESSIONAL EXPERIENCE

Youth Development Program Director

YMCA of Greater Indianapolis, Indianapolis, IN | November 2020 – Present

- Oversee and evaluate five program managers and 15 program coordinators
- Prepare program budgets, administer approved sums, and ensure that agreed-upon allocations are followed
- Ensure program compliance with state and local regulations
- Analyze data to anticipate and forecast future program needs
- Spearhead efforts to bring in new participants and saw a 40% increase in youth signups over one year

Program Manager

Big Brothers Big Sisters of Central Indiana, Indianapolis, IN | May 2014 – October 2020

- Recruited, trained, and supervised program coordinators, support staff, and volunteers
- Commended for lowest percentage of volunteer turnover statewide for three years in a row
- Ensured program coordinators' produced high-quality comprehensive reports and recommendations regarding volunteer participation
- Oversaw and occasionally facilitated volunteer-participant matches

Youth Program Coordinator

YMCA of Greater Indianapolis, Indianapolis, IN | August 2010 – April 2014

- Managed and coordinated youth enrichment activities for the largest YMCA in Indiana
- Assisted in the development of annual curriculum and training calendars
- Developed creative motivational strategies to improve staff morale and productivity which the program director chose to implement
- Reviewed and edited over 600 pages of budget, curricula, and grant proposals

EDUCATION

Master of Public Administration

University of Indiana Bloomington
August 2012 – May 2017

Bachelor of Science in Sociology

Southern New Hampshire
University - Online Program,
August 2007 – May 2010

KEY SKILLS

- Active Listening
- Storytelling
- Leadership
- Recruitment
- Program Models and Evaluation
- Strategic Planning