

JAMES H. MUNDY, Ed.D.

ROUTE 2, BOX 42 T
CONCORD, VIRGINIA 24538
PHONE: (804) 993-3353

OBJECTIVE

To be an efficient, effective educational leader.

EDUCATIONAL PHILOSOPHY

Educational programs should focus on our complex, changing society and the needs of the learner in the year 2000. An effective leader is one who is aware of those issues. Such a leader strives to make available to the learner the experiences and resources necessary to afford the learner an optimum chance for success. A positive school climate, appropriate resources and progressive staff enhancement programs are vital to the success of such a paradigm.

EDUCATION

Nova University	Ed.D. Educational Administration
Glassboro State College	M.A. Education
Temple University	B.S. (Cum Laude) Education

PROFESSIONAL EXPERIENCE

State level experience as a county superintendent of schools. Central office experience as a superintendent and assistant superintendent. Educational background also includes service as a building principal, director of special services, school social worker, classroom teacher and adjunct professor, graduate level.

**July 1993 to
Present**

Asbury Park Public School District - Asbury Park

Superintendent: The Asbury Park Public School District is an urban district housing grades pre-kindergarten through twelve and an adult education program in eight buildings. The enrollment is 3670. A professional staff of 316 certified and 171 non-certified. Annual budget \$36,000,000. Responsibilities include school facilities, purchasing, equipment, textbooks and supplies. Curriculum instruction and the evaluation of the central office administrators.

Assists in the determination of types of programs as needed by the schools and makes appropriate recommendations. Reports on the status of district programs and services. Coordinates the development of Board policies and administrative procedures.

Facilitates the enforcement of New Jersey school law, the administrative code and regulations, and all school public relation activities.

Coordinates all long-range facility planning and personnel management. Supervises the training and evaluation of personnel.

Represents the Board of Education in personnel matters including collective bargaining and grievances.

Supervises school construction, curriculum and policy development.

Facilitates all finance and budget preparations. Advises the Board of Education on issues regarding school finances and education planning.

March 1992 to
June 1993

Somerset County

County Superintendent of Schools: Served as the educational leader for Somerset County's 23 school districts daily student enrollment 57,000+ students. Provides technical assistance on program design and delivery, curriculum alignment, assessment and evaluation of students; as well as interpretation of and compliance with law and code. Visit and examine schools periodically as to the condition of the real and personal property, particularly in respect to construction, heating and ventilation. Assisting school districts in developing attendance improvement plans and ensuring that programs for professional improvement are implemented annually. Technical assistance relative to the completion of program applications, both state and federally funded, as well as monitoring delivery of services and ongoing advertisement and guidance. Provide direction for individual professional improvement as to enhance performance of job responsibilities. Ongoing communications with chief school administrators, board secretaries, school business administrators, and county-wide parent-teacher associations. Provide assistance to school districts as to feasibility of opening, closing or consolidating schools due to the increase of enrollments. Providing direction on the development of programs to meet the specific needs of students (e.g., bilingual/ESL programs; programs for At-Risk students; remedial instruction, etc.). Provide assistance on the development of school budgets annually. Communicate state aid budget issues as conveyed by department of education officials. Review budgets for adequacy and accuracy. Facilitator between school district and municipal officials on the resolution of defeated school budgets and ultimate resolution. Facilitate the monitoring process as mandated by code.

January 1, 1991 to
February 28, 1992

Lower Camden County Regional H.S. District #1 - Atco

Assistant Superintendent: The Lower Camden County Regional School District is an urban/suburban district consisting of five schools, including two comprehensive high schools. We have a professional staff of 760 certified and 200 non-certified employees. The annual budget is \$44,000,000. Attends Board meetings and prepares such reports for the Board as the Superintendent may request. Serves in the capacity of Board Secretary/Business Administrator as needed. Assists in the determination of types of programs as needed by the schools and makes appropriate recommendations. Reports on the status of district programs and services. Coordinates the development of Board policies and administrative procedures. Serves upon assignment by the Superintendent as a resource person to all directors in the district. Interprets the programs, philosophy, and policies of the district to staff, students and community at large.

LYNCHBURG COMMUNITY ACTION GROUP, INC.

JH
4/5/11
JH 3/12/14

JOB DESCRIPTION

Position Title: President/CEO
Reports To: Board of Directors
Budgetary Responsibility: Yes
Supervisory Responsibility: Yes

SUMMARY

The President/CEO provides the overall administration, coordination, operational control and supervision of the activities of the Lynchburg Community Action Group, Inc.

DUTIES AND RESPONSIBILITIES

Consistent with funding source guidelines, adopted Lyn-CAG policies and specific directives of the Lyn-CAG Board of Directors, the President/CEO has the authority and is in charge of fulfillment of the following duties:

1. Implement, with high standards of competence and appropriate management skill, the policies and plans of the Lyn-CAG Board of Directors.
2. Determine the staff size and composition necessary to efficiently carry out agency programs.
3. Responsible for direction of the overall recruitment, hiring, terminating and disciplining of agency staff.
4. Administratively insures the safeguarding, control and proper expenditure of the fiscal resources of the agency.
5. Establishes and keeps up-to-date an efficient organization that is responsive to local needs and in compliance with the mandates of funding sources.
6. Serves as official representative of the agency in its dealings with other public/private entities, either directly or through delegation.
7. Coordinates and/or facilitates any association between the Lyn-CAG Board of Directors and the Lyn-CAG staff.

8. Signs or approves by delegation all official agency correspondence.
9. Signs all agency checks.
10. Authorized signatory on all contracts, letters of commitment, proposals and other documents which establish or imply a contractual relationship between Lyn-CAG and other bodies-public or private.
11. Initiates and works with the Board in the development of long-range goals.
12. Initiates and directs projects, programs and services designed to meet the economic and social needs of the Lyn-CAG service area.
13. Other duties as assigned.

QUALIFICATIONS

Minimum of B.A. or B.S. Degree in Human Service or related field, plus at least 4 years experience in such chosen field, preferably at the supervisory level.

Date of Last Revision: April 4, 2011

PROFESSIONAL EXPERIENCE:

2000 – Present

Director of Housing Services

Lynchburg Community Action Group, Inc.; Lynchburg, VA 24504

- Manage and Supervise Housing Counseling, Transitional Housing, Emergency Assistance, VaCares, Vida, Foreclosure Prevention, Homeownership Education and Financial Literacy programs and staff
- Prepare all federal and state reporting on quarterly and annual basis
- Develop, implement and maintain a housing counseling curriculum for the community
- Steering Committee Representative Continuum of Care
- Advance HECM counseling experience
- Facilitate Financial and Credit Repair Workshops
- Manage and facilitate Homebuyer's Club
- Design and Host annual Fair Housing Workshops
- Provide oversight for the housing counseling components of the Lyn-CAG Individual Development Account Program (Lync-IDA)
- Develop and maintain strategic planning for client self-sufficiency
- Coordinate and support ongoing Tenant's Rights and Responsibilities workshops
- Manage Federal and State Grant Funded Budgets
- Grant Writing
- Certified Comprehensive Housing Counselor
- Certified Post Purchase Counselor
- Certified Financial Fitness Instructor

1997 – 2000

Program Manager/Office Manager

Lynchburg Neighborhood Development Foundation: Lynchburg, VA

- Serving as a loan processor for U.S. Department of Housing and Urban Development's HOME project – Single Family Regional Loan Fund
- Administering and assisting in budget preparation for over \$1,000,000 in financing programs (City of Lynchburg, Federal Home Loan Bank of Atlanta, Department of Housing and Urban Development)
- Serving as a liaison between the Richmond branch of the Virginia Housing Development Authority and local home purchasers
- Presenting homebuyer counseling courses of instruction
- Managing and maintaining the Lynchburg office
- Manage and coordinate CDBG/Home fund City draws.

1993 – 1997

Administrative Assistant

The City of Lynchburg, Inspections Division: Lynchburg, VA

- Initiated and assisted in developing new software program for rental inspections
- Developed and documented rental inspection manual for Volume II inspectors
- Collecting information from a variety of sources and compiling data for periodic reports
- Completed BOCA Building Code and Rental Code Academy

EDUCATION & CERTIFICATIONS:

Central Virginia Community College

General Studies

Averett University, Danville, Virginia

Currently Enrolled – graduate December 2013

BBA Professional Studies Program - Business Administration

Virginia Association of Housing Counselors/Neighborhood Reinvestment Institute

Certified Comprehensive Housing Counselor

Certified Financial Fitness Instructor

Certified Post-Purchase Counselor

Virginia Housing Development Authority

Certified Homeownership Education Trainer

Melissa R. Yuille
123 Holcomb Path Road, Lynchburg, VA 24501
(434) 665-3998

National Council of La Raza
Certification Housing Counseling Management

PROFESSIONAL ORGANIZATIONS:

- Virginia Association of Housing Counselors, Board Member (Vice-President)
- National Federation of Housing Counselors – Certified Housing Counselor
- Homeless and Housing Coalition of Central Virginia, Member
- Continuum of Care, Member & Prior Board Member
- Lynchburg Habitat For Humanity- Prior Board Member
- Notary Public
- Brookneal Management Team, Prior Member

REFERENCES AVAILABLE UPON REQUEST

Melissa

LYNCHBURG COMMUNITY ACTION GROUP, INC.

HIP PROGRAM/HOUSING COUNSELING

JOB DESCRIPTION

Position Title: SENIOR HOUSING COUNSELOR
Reports To: President/CEO
Budgetary Responsibility: Yes
Supervisory Responsibility: Yes

SUMMARY

The Senior Housing Counselor provides one-on-one and group housing counseling to low-income and disadvantaged individuals, provides supervision to other housing counselors at the agency as needed and conducts regular Homebuyers Clubs. Also provides housing counseling and general oversight to the Homeless Intervention Program.

DUTIES:

X

1. Develops, implements and maintain the program, procedures and policy of the Homebuyers Club.
2. Coordinates the activities of the Homebuyers Club.
3. Oversees any staff assigned to Homebuyer Club activities.
4. Provides housing counseling and case management for HIP Program clients.
5. Markets the HIP Program
6. Maintains all HIP files according to funding source guidelines.
7. Provides monthly reporting of HIP Activities.
8. Provides a full range of housing counseling services that will assist clients in improving their housing conditions and meeting the responsibilities of homeownership and tenancy.
9. Provides comprehensive housing counseling to referrals or oversees counseling plans with other housing counselor. Housing counseling available will include, but is not limited to, the following components: Pre-Occupancy, Pre-purchase, Home Improvement/Rehabilitation, Post Occupancy, Energy Conservation, Pre-Rental, Housing Consumer Education, Rental Delinquency, Displacement and Relocation, Mortgage Default, and Home Equity Conversion Mortgage (HECM).
10. Maintains a housing services resource library.
11. Maintains a housing information center for accessing community housing activities.
12. Interview and assess client need.
13. Identify resources within the agency, community, or other source in which the client might benefit.
14. Assist clients in drafting a housing plan that will address their specific needs.
15. Monitor client progress through follow-up, based on need.
16. Provide information regarding housing market, housing resources and HUD related issues.
17. Provide reporting for HUD or other funding sources.
18. Maintain records of all cases.
19. Coordinates and oversees quarterly home ownership education workshops for the community as a whole. Will provide information and supervision regarding the development of all curriculums.
20. Other duties as assigned.

QUALIFICATIONS:

B.S. or B.A. in Human Services Field or credentials in Housing Counseling.

Melissa R. Ynille
4/6/11

LYNCHBURG COMMUNITY ACTION GROUP, INC.

JOB DESCRIPTION

Position Title:	Director of The Gateway and Federal & State Resources
Reports To:	President & CEO
Budgetary Responsibility:	Yes
Supervisory Responsibility:	Yes

SUMMARY

The Director of The Gateway and Federal & State Resources provides programmatic oversight and supervision for The Gateway Program and is responsible for planning and fundraising for The Gateway. The Director is also responsible for planning and development for the overall company (Lyn-CAG). Other duties will include writing programs, direct mail solicitation, grant research and writing, major gifts solicitation, and other fundraising duties as determined by the President/CEO. The Director is expected to implement high standards of competence and appropriate management skill the policies and plans of Lyn-CAG directed by the President/CEO.

Duties and Responsibilities

Consistent with funding source guidelines, adopted Lyn-CAG policies and specific directives of the Lyn-CAG President/CEO, the Director of The Gateway and Federal & State Resources has the authority and is in charge of fulfillment of the following duties:

Areas of Responsibility:

1. Fund raising and public relations
2. Financial management and legal compliance
3. Program oversight and personnel supervision

DESCRIPTION OF RESPONSIBILITIES:

1. Fund raising and public relations. The Director will:
 - A. Develop and implement fund raising strategies for operation and maintenance of The Gateway Program's properties and programs, including the preparation and mailing of a news release, and preparation/submission of grant proposals to appropriate foundations and other sources.
 - B. Cultivate opportunities to educate the public about Gateway projects and program public speaking engagements and networking.
 - C. Advocate for homeless persons and substance abusers and raise public awareness of their plight in the larger community whenever possible.
 - D. Sign official agency correspondence for The Gateway Program and for fundraising for other programs except where other signatures may be required by the funding source.
 - E. Serve as the official representative of the agency in its dealings with other public entities, directly or through delegation, as requested by the President/CEO from time to time.
2. Financial management and legal compliances. The Director will:
 - A. Prepare the annual budget for approval and exercise budgetary control once approved.
 - B. Oversee and ensure proper record keeping of public and private funds, and compliance with reporting requirements.
 - C. Assist in the annual independent audit of Gateway records as needed.
 - D. Approve all expenditures within budgetary limits, submit other major maintenance and repair requests to the President/CEO for approval.
 - E. Ensure The Gateway's compliance with all legal obligations required by programs such as Section 8 and Low Income Housing Tax Credits (LIHTC), administered by the govt. (HUD, VDHCD, VHDA, IRS).

3. Program oversight, resident interaction and personnel supervision. The Director will:
 - A. Oversee Program Manager's development and implementation of a workable and effective program for The Gateway's residents.
 - B. Arrange for adequate training for the Program Manager and provide for his continuing education as able through the regular budget.
 - C. Evaluate Program Manager's performance and ensure similar evaluations of other program staff.
 - D. Maintain an open and comfortable working relationship with all staff, encouraging them to work to their greatest potential.
 - E. Determine the staff size and composition necessary to efficiently carry out The Gateway Program's mission and be responsible for overall recruitment, hiring, ongoing supervision, disciplining and termination of The Gateway Program's staff.
4. Other duties as assigned.

QUALIFICATIONS

Minimum of B.A. or B.S. Degree in Human Service or related field, plus at least 4 years experience in such chosen field at the supervisory level.

Date of Last Revision: June 15, 2013

Lisa S. Dibble

103 Vermont Avenue
Lynchburg, VA 24502

(434) 846-2391

Areas of Proficiency

Development: Grant Research, Grant writing, Prospect Research, Direct Mail Solicitation, Maintenance of Donor Databases, One-on-one Corporate and Individual Fundraising, Creation of Fund Development Plan, Creation and Maintenance of Corporate Web Site, Planning and Leadership for Fundraising Events, Development of Fundraising Policies and Procedures, Creation and Production of Company Newsletter.

Program Development/Management: Program Development and Oversight, Interviewing, Assessment and Case Management, Procedure Writing, Form Development, Problem-solving, Supervision of Staff, Client/Vendor Relations, Budgeting, Approval and Processing of Vendor Invoices, Community Representation and Collaboration.

Human Resource Management: Recruitment, Interviewing, Hiring/Dismissals, Training, Scheduling, Evaluating, Unemployment Claim Management, Workers Compensation Claim Management, Payroll and Benefits Administration.

Accounting: Financial Statements: Profit & Loss, Balance Sheet, Bank Reconciliation and Internal Audits. Fluent in all G.A.A.P. of G/L, A/R, A/P, P/R.

Operations: Responsibility for overall functioning of businesses, including Budgeting, Management of Building Maintenance and Security, Overall Planning, Scheduling of Staff and New Site Acquisition.

Financial Management: In For Profit/Non-profit Environments, Management of Checking/Savings/Investment Accounts, Fixed Asset Acquisition, Depreciation, Financial Reporting.

Marketing: Website Design and Maintenance, Direct Sales, Preparation and Presentation of Proposals, Newsletter Production, Direct Mail Campaign, Fundraising, Annual Report Production, Production of Brochures, Flyers, Profiles and PowerPoint Presentations.

Purchasing: Writing Specs, Putting Out to Bid, Awarding Bids, Ordering, Obtaining Discounts, Following for Delivery, Returns, Damage Claims.

Taxes: Personal and Corporate Returns, Payroll 940, 941, W-2, W-3, State W/H.

Computer Operations: Word Processing, Spreadsheets, Database Management, Accounting Software, Social Media (Facebook).

Employment History

1/06 to Present: The Gateway House, Inc. (previously known as New Land Samaritan Inns, Inc.), Lynchburg, VA. **Executive Director.** Responsible for overall operation of a residential substance abuse recovery program which is a transitional living program for homeless men in recovery from drug and alcohol addiction. Responsible for fund development, program oversight, community planning/collaboration, strategic planning, public relations activities, special events, major gifts program, annual campaign, researching and writing federal, state and foundation grants, budgeting, insuring compliance with government regulations, and the supervision of program and office staff, as well as over 140 volunteers.

8/00 to 12/31/05: Lynchburg Community Action Group, Inc., Lynchburg, VA. **Planning and Development Manager.** As the Agency's sole development professional, was responsible for fund development, program

development and reporting, community planning/collaboration, strategic planning, public relations activities and programmatic oversight for the general agency and its programs. Supervised program staff. Reported to company's Executive Director. Also responsible for selected special projects such as designing and implementing company's web site, annual report and newsletter.

Previously was Program Manager. Managed three programs providing assistance to low-income residents of Region 2000. The Emergency Transportation Services Program, with a \$50,000 budget for 2005, assists clients with emergency transportation needs related to maintaining employment. The Lync-IDA Program is a matched savings program for low income clients to obtain assets such as home ownership, post-secondary education or new business start-up. Clients are provided with financial literacy and asset specific training, intensive case management and specialized workshops related to their savings goals. The Central Virginia Asset Building Coalition assists low-income individuals in income tax preparation at no charge and educates clients about the Earned Income Tax Credit and Child Tax Credit. This program prepared 150 income tax returns in 2004-5, utilizing six sites and twenty-five volunteers. Over \$100,000 of EITC was obtained for clients who saved over \$20,000 in preparation fees by using this program.

Previously was Assistant Controller. Managed payroll, purchasing, workers compensation and benefits for large, multi-program agency. Accounting responsibilities included AP/AR, month-end closing functions, report generation, budgets and bank account reconciliations. Special projects, spreadsheets, supervision of two part-time accounting staff.

1/97 to 8/00: New Land Samaritan Inns, Inc., Lynchburg, VA. **Office Manager and Bookkeeper.** Managed office operations for transitional living program for homeless men. Full accounting responsibilities, including audit worksheet preparation. AP/AR, statistical reporting, spreadsheets, purchasing, hiring, supervision and training of office staff and program volunteers.

1/96 to 1/97: Southeastern Medserve, Danville, VA. **Patient Services Manager** for orthopaedic surgery practice. Opened new practice and managed office operations. CPT and ICD-9 coding. Insurance filing, collections, purchasing, patient relations, supervision of staff.

1/94 to 1/96: Internal Medicine of Bedford, Inc., Bedford, VA. **Business Manager** for 3-doctor internal medicine practice. Managed a staff of 12 medical, lab and office workers. Financial analysis and reporting, purchasing of medical and office supplies, collections, tax filings, payroll, training, benefits administration, computer administration, OSHA compliance.

12/93 to 1/94: Phillips Staffing, Lynchburg, VA. **Manager of Development** for temporary help service. Developed business development program for local branch. Researched areas for company expansion. Assisted in branch management. Direct sales. Preparation and presentation of proposals.

8/93 to 12/93: Brewer Personnel Services, Lynchburg, VA. **Regional Manager** with responsibility for 2 branches. Marketing, workers compensation and risk management, staffing, training, credit administration, expansion of operation over 5-state area. Direct sales. Pricing.

1990 to 8/93: Manpower, Inc., Lynchburg, VA. **Branch Manager** of 2 branches with staff of 6 customer service representatives. Purchasing, advertising, profitability, accounting, credit administration, workers compensation and risk management, marketing, management reporting, legal compliance, audit, community relations. Direct sales. Preparation and presentation of proposals. Pricing.

1989 to 1990: City of Lynchburg, Division of Social Services, Lynchburg, VA. **Administrative Unit Supervisor** for 12-member unit providing support services to 125 employees of agency.

1981 to 1988: Signet Bank Corporation, Lynchburg, VA. **Branch Manager** responsible for mortgage lending for local area. Marketed, processed and closed FHA, VA, VHDA and conventional loans. Also previously was **Administrative Assistant to Area Manager** and processed commercial and consumer loans, opened new accounts, direct sales of products and services, served as Secretary to Board of Directors.

Education

Almeda College and University. B.S. in Business Administration.

Mary Baldwin College, Staunton, VA. Completed 3 years toward B.A. in Business Administration. Maintained 4.0 GPA.

Liberty Baptist College (Now Liberty University), Lynchburg, VA. Completed 39 credit hours (1.5 years) toward B. A. in the Teacher Education Program, with a major in English. Maintained 4.0 GPA.

Phillips Business College, Lynchburg, VA. Received Secretarial Diploma (12 mth. program in Secretarial Science). Class Valedictorian.

Organizations and Interests

Past Vice President of the Board of Directors of the Greater Lynchburg Transit Company; Previously was President of that Board, serving 9 years total; Treasurer and Board Member of the Adult Care Center; Vice President of Membership of the Association of Fundraising Professionals beginning in 2013 and was previously Secretary, At-large Member and Treasurer of that organization; Chairman of the Region 2000 Transportation Partnership; Liaison to Central Virginia Metropolitan Planning Organization; Past Chairman of the Central Virginia EITC/Free Income Tax Preparation Coalition; Member of the Homeless and Housing Coalition and Public Information Committee Member; Past Member, Steering Committee and Past Chairman, Public Information Committee, Homeless and Housing Coalition; Past Chairman, Continuum of Care Committee, Homeless and Housing Coalition; Past Member and Officer, Society for Human Resource Management; Previous Treasurer - St. Barnabas Episcopal Church, Lynchburg, VA and Trinity Baptist Church, Bedford, VA; Licensed Pilot; Musician; Vocalist; past Parliamentarian and past Vice President for the Western Region - Poetry Society of Virginia; Past President of the Piedmont Literary Society; Member, Fort Hill Womans Club.

References

Dr. James H. Mundy, President & CEO
Lynchburg Community Action Group, Inc.
926 Commerce Street
Lynchburg, VA 24504
Ph: (434) 846-2778, Ext. 219

Carl Putnam, P.E.
Immediate Past President of the Board of Directors
of The Gateway House, Inc.
3441 Ivylink Place
Lynchburg, VA 24503
Ph: (434)384-2514 (home)
Contact only with express permission of applicant

Todd Cohen
Current Board President of The Gateway House, Inc.
324 Wild Turkey Road
Lynchburg, VA 24502
Ph: (434)385-4924 (home)
Contact only with express permission of applicant

ALLETHIA J. INGRAM

2712 Anthony Place
Lynchburg, Virginia 24501
434-384-2782
lingram@lyncag.org

CAREER OBJECTIVE

Employment that will provide an opportunity for me to utilize a broad range of my educational and employment experience in the areas of event planning, public relations, development, grant writing, and administration.

PROFESSIONAL EXPERIENCE

February 2006 – present

Lynchburg Community Action Group, Inc.
926 Commerce Street
Lynchburg, Virginia 24505

Position: Program and Development Manager

Duties:

Identify and target funding requirements for existing and new programs.

Identify potential funding sources for overall agency, as well as, specific programs. Develop proposals in response to RFP's and other funding announcements.

Coordinate all development and advancement initiatives for corporate and individual donors.

Maintain programmatic compliance with funding sources.

Provide quarterly and annual progress reports as required by grantors.

Coordinate and update the agency's strategic plan.

Coordinate training and professional development initiatives for staff and volunteers.

Coordinate public relations activities, including PSA's, press releases, and contact with media personnel.

Coordinate and supervise the agency's newsletters, annual report, website, and brochures.

Participate in program audits and reviews.

Assist in the periodic review, updating and revision of corporate instruments of governance: By-Laws, Personnel Policies, Procedure Manuals, etc.

June 2005 – February 2006

New Land Industries, Inc. – New Land Jobs
410 Bay Street – Lower Level
Lynchburg, Virginia 24501

Position: Executive Director

Duties:

Responsible for the general operation of the agency (fiscal development, marketing, public relations, program development, and grant writing).

Supervised all staff, volunteers, contract vendors, interns, and graduate student assistants associated with the Agency.

Developed and maintained multiple revenue sources, i.e. grants, donors (to include

corporations, churches, individuals), fees for services and fundraising events.

Marketed the Agency to current and potential employers, clients, and donors.

Maintained Agency visibility in the community by developing print materials, networking in the private and public sections and public speaking.

Maintained a positive working relationship with the United Way of Central Virginia and other agencies.

Provided oversight in program development to help meet the needs of both clients and employers by maintaining awareness of business trends, researching other sources, program demographics and statistics.

May 1986 - November 2004:

Lynchburg College
1501 Lakeside Drive
Lynchburg, Virginia 24501
434-544-8100

Positions:

Director of Special Events and Associate Director of Alumni Programs, 2003-2004

Associate Vice President for Institutional Change and Advancement, Lynchburg College, 1998-2003

Associate Vice President for Development, Lynchburg College, 1994-1998

Assistant to the President, Lynchburg College, 1987-1994

Presidential Intern, Lynchburg College, 1986-1987

Duties:

Designed, coordinated, and implemented events for the Board of Trustees, the Office of the President, the President's travel itinerary and events, the Office of External Affairs & Development, the Centennial Capital Campaign, and special community partnership initiatives e.g. the President's week-long Inaugural Celebration, the President's Gala [an appreciation event or series of events for major individual donors, prospective major donors, corporate and foundation associates], leadership cultivation events, Parents' Council events, Welcome Week events, Commencement weekend events, Kaleidoscope and multi-cultural activities, Black History and Women's History events, new facility dedications, special programs designed to honor selected alumni, foundations, donor stewardship activities and a variety of other College constituents, and chaired the College's 2003 Centennial Celebrations Steering Committee [a 2-year planning period and 18-month implementation of celebration events].

Conducted major donor, corporate and foundation cultivation and solicitation calls.

Designed, coordinated, and implemented events for the Office of Alumni Programs including Homecoming Celebration and the Westover Alumni Society weekends.

Promoted and enhanced good relations between the College and its Alumni through planning, organizing, and implementing a comprehensive program of Alumni activities; as well as involving Alumni in volunteer opportunities both in Lynchburg and throughout the east coast.

Assisted in the educating of current students on their future Alumni involvement opportunities through a series of programs, campus offices and departments.

Developed and assessed goals, objectives, and action plans for the Office of Institutional Change and Advancement which included the function of fundraising, proposals and grants research and writing, and

cultivating outreach and partnership initiatives.

Provided leadership in program development and planning by serving as Director of the Program for Institutional Change.

Assisted with prospect screening, evaluation, and solicitation of gifts for the Centennial Campaign (appointed coordinator for Leadership Cultivation Initiatives).

Prepared materials, articles, and reports which supported the efforts of the development program and the Office of Institutional Change.

Identified potential corporate, foundation, and public sponsors for institutional projects using in-house references, direct contacts with prospects, and other sources.

Authored competitive grant proposals for institutional projects, submitted to targeted prospects, and tracked pre-award progress (e.g. the Jessie Ball duPont Trust and Charitable Fund, the Hearst Foundation, SCHEV - State Council of Higher Education in Virginia, the Greater Lynchburg Community Trust, GE Financial Services, Coca Cola Foundation, Pepsi Bottling Company, Ericsson, Paul Newman - Newman's Own Foundation, and the Whitney Houston Foundation). Provided interim and final reports to foundations and corporate sponsors.

Served as program administrator for outreach programs and partnerships with Central Virginia elementary and secondary schools, area colleges and universities, as well as local, state and regional organizations, and businesses.

Provided diversity training for businesses and institutions both locally and state-wide.

Served on various campus committees and task forces (e.g., the President's cabinet, Lynchburg College Administrative Council, Academic Review Committee, College's Planning and Resource Committee, Multi-cultural Programming Committee and executive and administrative search committees.

Participated in the enrollment process for new students with special emphasis on designing strategies for recruitment and retention of minority student populations. This was accomplished through extensive admissions travel, review of applicant folders, coordination of the Diversity Awareness and overnight programs, the Summer Transition Program, the Involving Leaders Program, the Student Identification Program, the Central Virginia Black Teacher Incentive Program and the Teacher Assistance Program (1986-1992).

October 1978 - February 1985:

Old Dominion Job Corps Center
P. O. Box 278
Monroe, Virginia 24574
434-929-4081

Operated by AVCO Corporation - August 1978-April 1984
Operated by Teledyne Economic Development - May 1984-Present
Administered for the United States Department of Labor

Position: Job Development/Placement Coordinator - Personnel/Placement Department

Duties:

Performed routine personnel functions (i.e., application review and classification, interviewing, hiring, and discharging procedures and employee relations); performed technical writing for the Center (i.e., employee

handbook, SOP's, brochures); served as liaison and public relations representative for the Center; planned, organized, and implemented the Center's placement activities; coordinated and compiled data for monthly and fiscal reports. Coordinated special events for the Center.

Served as ACT Coordinator for the Job Corps ACT Program (advanced career/college training program) in Petersburg, Virginia - Virginia State University (August 1979-June 1982). Maintained offices at both the campus and Job Corps sites. Provided participants with admission and financial aid assistance, support services, counseling, and coordination of special activities

August 1976 - October 1978:

Lynchburg Public Schools - Dunbar Middle School
12th & Polk Streets
Lynchburg, Virginia 24504
434-522-3700

Position: English Teacher

Duties:

Taught grammar and literature to 7th and 8th grade students; sponsored extra-curricular activities - Modern Dance Group, Cheerleaders, Yearbook, and Literary publications; served as special cultural enlightenment programs coordinator; served on a select committee to develop the writing continuum - grades K-12.

EDUCATION

June 1995	Harvard University Harvard Graduate School of Education Harvard Institutes for Higher Education - Management Development Program Cambridge, Massachusetts
August 1985 - May 1986	Lynchburg College - Lynchburg, Virginia M.ED. Degree in English Education
1972 - 1976	Lynchburg College - Lynchburg, Virginia BA Degree in English - May 1976 Received Virginia Collegiate/Professional Certificate
1970 - 1972	George Washington High School - Danville, Virginia Graduated January 1972

REFERENCES:

Dr. Carroll F. S. Hardy
Founder & CEO
Stuart Educational Leadership Group
327 Merrimac Trail #22C
Williamsburg, Virginia 23185
757-229-7321
info@selg.com

The Honorable Ruby D. Archie
Currently on City Council & Former Mayor
City of Danville
Danville, Virginia 24541
145 Westwood Drive
Danville, Virginia 24540
434-792-3652
archie@dancom.com

Dr. Edward A. Polloway
Vice President for Community Outreach and
Advancement/Dean of Graduate Programs
Professor of Education
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Additional references may be furnished upon request.

LYNCHBURG COMMUNITY ACTION GROUP, INC.

JOB DESCRIPTION

*Lee
Ingram*

Position Title: Director of
Reports To: Planning & Development Manager
Budgetary Responsibility: President/CEO
Supervisory Responsibility: Yes
Yes

SUMMARY

To provide fund development, program development, community planning/collaboration, public relations activities and programmatic oversight for the general agency and programs of Lynchburg Community Action Group, Inc.

DUTIES:

Fund Development

1. Identify and target funding requirements for existing and new programs.
2. Develop proposals in response to RFP's and other funding announcements.
3. Identify potential funding sources for the overall agency, as well as specific programs.
4. Develop and maintain a corporate donor base.
5. Plan and implement a yearly fundraising and public relations event.
6. Maintain a community presence with area fundraising executives.

Program Planning/Development

1. Based on yearly needs assessments and the agency's strategic planning process, develop programs to respond to community needs.
2. Develop action plans for implementing new programs and activities.
3. Support staffing in developing and maintaining procedures for programs.
4. Provide information critical to supporting the ongoing strategic plan.
5. Participate in the development and updating of the strategic plan.

Program Reporting

1. Maintain programmatic compliance with funding sources.
2. Provide reporting, as requested by funding sources.
3. Attend workshops, trainings, etc., to keep abreast of funding source requirements, information and expectations.
4. Act as the contact person for funding source communication with the agency.
5. Maintain up to date funding information and files regarding funding compliance.
6. Maintain client tracking records.

Public Relations

1. Coordinate public relations activities, including public service announcements and press releases for the agency.
2. Develop and maintain agency and program public relations materials.

3. Prepare the agency's Annual Report.
4. Coordinate and attend community fairs, workshops and events to promote the agency's overall mission and programs.
5. Edit the agency's Newsletter.

Community Collaboration

1. Provide representation in the form of leadership for Planning District 11's Continuum of Care.
2. Provide representation as a community partner with the Department of Social Services.
3. Provide support and leadership to the Region 2000 Transportation Partnership.
4. Provide support and leadership to the Success by 6 initiative.

Program Oversight

1. Provide quality control for programmatic operations.
2. Maintain written program procedures.
3. Monitor grants and funding source correspondence to ensure programs meet and maintain all guidelines.
4. Participate in program audits and reviews.

General Agency Oversight

1. Provide professional representation in regard to agency organizational capacity.
2. Maintain and ensure the integrity of overall agency data and reporting.
3. Assist in the periodic review, updating and maintaining of corporate instruments of governance: By-Laws, Personnel Policies, Procedure Manuals, etc.
4. Other duties as assigned.

QUALIFICATIONS:

Minimum educational requirements of a B.A. or B.S. in the Human Services field.
Fund and program development experience required.
Non-profit administration experience required.
Knowledge of area non-profit and human service community preferred.

Date of Last Revision: October 15, 2005

SANDRA K. FERGUSON
1214 Stratford Road
Lynchburg, VA 24502
(804) 237-6322

May 18, 2001

Lynchburg Community Action Group
Head Start
400 Buena Vista Street
Lynchburg, VA 24505

To Whom It May Concern:

I am interested in exploring your organization's need for a financial management specialist. At this juncture of my career, I am pursuing more challenging, professional roles where my broad scope of accounting experience and education can be maximized to its fullest potential.

Highlights of my qualifications include:

- ◆ B.A. degree in Accounting from Lynchburg College
- ◆ Leadership experience emphasizing P&L accountability, management reporting, progressive accomplishments and successive advancement
- ◆ Expertise in automated accounting systems and software applications
- ◆ Peak performance in problem solving and making prudent decisions
- ◆ Well-developed time management, organizational, communication, and interpersonal skills

Attached is my resume, which will provide a more detailed summation of my experience and key accomplishments. I strongly believe that my experience, coupled with my education and can-do attitude, will enable me to contribute to your firm's efforts. I would welcome the opportunity to discuss how I can meet your hiring needs. I look forward to speaking with you soon.

Thank you for your time and consideration and forthcoming response.

Sincerely,

Sandra K. Ferguson

Sandra K. Ferguson

Sandra K. Ferguson

1214 Stratford Road
Lynchburg, VA 24502
Home Phone: 237-6322
Business Phone: 948-5510

OBJECTIVE

Position in the Accounting field that provides an opportunity to maximize my potential.

PROFESSIONAL QUALIFICATIONS

- Capacity to learn quickly and use newfound knowledge concisely and accurately
 - Broad-based understanding of basic accounting principles and applications
 - Dependable, hardworking - willing to go that extra mile to get the job done
 - Efficient in organizing and prioritizing - Able to handle multiple assignments with flexibility
-

WORK HISTORY

1988-Present *Staff Accountant, GE Financial Assurance-First Colony Life Insurance Co.*
Responsibilities included the preparation of various monthly management reports including sales production reporting. Responsible for the preparation of assorted quarterly financial reports including line-of-business reporting, analytic interpretation of financial data, and disclosure schedules. Maintenance of the accounting records for agent's loans/receivable accounts. Account reconciliation.

1998-Present *Treasurer, White Rock Baptist Church*
Responsibilities include the balancing and reconciling of the books, recording of tithes and offerings, making presentations to the church body each month, and preparing a yearly budget.

1986-1988 *Bank Teller, Central Fidelity Bank*
Processed various banking transactions. Balanced cash receipts and cash disbursements on a daily basis. Utilized customer service skills and interpersonal talents to effectively deal with the general public.

EDUCATION

- BA in Accounting, Lynchburg College, May, 2000
 - Associates Degree in Accounting, Central Virginia Community College, 1994
-

COMPUTER SKILLS

- Working knowledge of spreadsheet and word processing software has been established over the last twelve years.
 - Oracle General Ledger Financial System
-

PROFESSIONAL DESIGNATIONS & CERTIFICATES

- Life Office Management Association, Associate Customer Service, ACS, 1992
- Life Office Management Association, Fellow Life Management Institute, FLMI, 1995
- First Colony Life Insurance Training Program, Partner in Service Designation, 1997

References available upon request

Sandra Ferguson

1214 Stratford Road
Lynchburg, VA 24502
Home Phone: 237-6322
Business Phone: 948-5510

REFERENCES

Albert Wheaton, Financial Secretary, White Rock Baptist Church, 334 Winston Ridge Road, Lynchburg, VA 804-845-4010

Barry Guthrie, Controller, Duck Head Footwear, 2482 Rivermont Ave, Lynchburg, VA 804-847-4024

Lisa Anderson, Financial Specialist, GE Financial Assurance, 700 Main Street, Lynchburg, VA 804-948-5387

LYNCHBURG COMMUNITY ACTION GROUP

JOB DESCRIPTION

Position Title:	Chief Financial Officer
Reports To:	President/CEO
Budgetary Responsibility:	Yes
Supervisory Responsibility:	Yes

SUMMARY

To insure proper accounting for and documentation of financial resources administered for Lynchburg Community Action Group, Inc., ensuring accountability to funding sources through accurate record keeping, timely reporting and managed fund budgeting. Also keeps President/CEO informed of agency financial status through periodic and daily verbal and/or written reporting.

DUTIES AND RESPONSIBILITIES

Consistent with funding agency guidelines and approved Lyn-CAG policies, the Controller is charged with fulfillment of the following responsibilities:

1. Ensures the proper receipt, documentation, and disbursement of all funds by Lyn-CAG through an internal voucher accounting system, bank reconciliation and grant-driven fund accounting.
2. Responsible for the internal accounting functions of the Lyn-CAG Agency through the application of generally accepted accounting principles, including accounts payable, accounts receivable, revenues, expenditures, payroll and benefits disbursement and administration, and federal and state taxes. Serves as liaison for workers compensation and other liability insurance claims.
3. Develops, maintains and implements written procedure to comply with fiscal policy
4. Supervises all employee sin the agency's accounting department.
5. Maintains appropriate accountability of all resources administered by or under the control of Lyn-CAG.
6. Maintains agency integrity in making accounts payable transactions.
7. Prepares financial reports in timely compliance with Lyn-CAG management and funding source schedules.
8. Maintains reporting system that accounts for all funding source reporting, interagency reporting and reporting to the Board of Directors.

9. Provides reporting information to Program Managers and other staff.
10. Responsible for developing and maintaining overall agency budget. Monitors conformance of budget submission with funding source guidelines.
11. Supervises day-to-day funding operations in such a manner as to maintain adequate positive cash flow.
12. Maintains the integrity of transactions by ensuring the proper signatories and requisition approval.
13. Represent the Agency at designated meetings and workshops as determined by the Executive Director.
14. Maintains all financial records in such form and in accordance with such timetables that will insure availability and readiness of such records for scheduled monitoring and audit examinations. Is also available to personally prepare for and respond to funding source audits.
15. Maintains a file of all grant contracts. Reviews and understands all grant funding requirements and communicates those requirements to Program Mangers.
16. Maintains official personnel records of all agency employees, including new hire paperwork, job descriptions and evaluations, in secure location and available for audit.
17. To perform other duties as assigned.

QUALIFICATIONS

College degree in Accounting or Business Administration. Minimum of five years experience in accounting, preferable at a supervisory level, is preferred. Thorough knowledge of accounting and auditing practice and principles. Specific knowledge of non-profit fiscal management. Experience in planning and projecting annual agency budget. Experience in purchasing, tax preparation, payroll and benefits administration.

Date of Last Revision: 7-1-2008

Updated 4/5/11 S. Ferguson

Denise M Crews
300 McConville Road Unit 31, Lynchburg, Virginia 24502
434-237-0713
dcrews72@aol.com

Summary Strong self motivated individual with ten years of experience in the nonprofit -housing industry.

Education B. A. University of Virginia Degree in African-American Studies, Minor : History 1992

Areas of Expertise

- Project Management
- Personnel skills
- Sales Management
- Wealth building and Debt education
- Mortgage packaging
- Market Analysis
- Program Compliance, on Federal, State and Local levels
- Grant Writing, Ten years of experience with Home, CDBG programs
- Homeownership education: *Certified Homeownership Counselor through NeighborWorks 2008, VHDA trainer certified for Homeownership, Certified Virginia Housing Counselor*
- Housing Programs Administrator

Experience

Lynchburg Neighborhood Development Foundation 2000- Present

Deputy Director: Responsible for support and compliance of all programs relative to organization. Assistant to the Executive Director and performing all tasks required.

- In charge of single family mortgage and homeowner repair program, Overseeing a 1.5 million dollar program annually to transition individuals from rental to ownership
- Development : Single family and multifamily Projects
- Assisting to ensure compliance of all federal and private grants
- Grant writing, Local, State and Federal sources.
- Developing marketing strategies for organization
- Oversee staff of 6 in all aspects related to personnel
- Credit and debt management counseling and homeownership counseling
- Oversee two homeless programs to get individuals into permanent housing, working closely with case management to ensure compliance and success.
- Working with Executive Director towards mission of providing safe and affordable housing in the local community.

Lynchburg Community Loan Fund 2007-present

Director of Lending: CDFI: Responsible for growth and profitability of LCLF portfolio .In charge of loan processing and overseeing service operation.

- Origination and borrower service counseling
- Debt management and wealth building
- Credit Counseling
- Predatory lending education awareness.
- Post Purchase Counseling
- Homeownership Counseling (maintaining investment)
- Homeownership Education classes
- Program reporting

LYNCHBURG COMMUNITY ACTION GROUP, INC.

JOB DESCRIPTION

Position Title:	Housing Director
Reports To:	President/CEO
Budgetary Responsibility:	Yes
Supervisory Responsibility:	Yes

SUMMARY

Directs and coordinates activities concerned with providing housing repair, rehabilitation and development activities. Develops policy and standards for guidance of Agency housing programs. Studies the operation of Agency housing programs, notes trends and needs, and evaluates efficiency of each program. Approves or disapproves requests for waivers to policy, standards, and procedures. Attends public meetings and serves on committees to stimulate efforts of national, local, and private housing agencies and to emphasize the housing needs of low-income individuals and families.

DUTIES

Consistent with funding source guidelines, adopted Lyn-CAG policies and specific directives of the President/CEO/Executive Director, the Housing Director is responsible for the following duties:

1. Administers and supervises program managers of the following housing programs: HOME, CHDO, CDBG, WAP, IP/R, HER programs..
2. Develops funding proposals for local, state and federal funding sources.
3. Monitors and evaluates program compliance and achievement.
4. Establishes partnerships with other agencies and organizations to provide additional housing resources.
5. Provides support to other neighborhood housing organizations.
6. Plans and coordinates with managers housing program activities.

QUALIFICATIONS

Completion of B.A. / B.S. Degree in Human Services field. (Relevant experience will be considered.)

Grant writing and budget development skills required.

10 years experience in housing

Dennis M. Co

4/15/2012
224/2213

Lynchburg Community Action Group (Lyn-CAG) Inc.
Head Start Program

Job Description

Position Title: Head Start Director
Reports To: President/CEO
Budgetary Responsibility: Yes
Supervisory Responsibility: Yes

Summary:

The Head Start Director coordinates and supervises the overall administration and fiscal management of the Lyn-Cag Head Start Program.

Duties and Responsibilities:

1. Arrange and participate in a minimum of one meeting each month with all staff to discuss program operations, development and evaluation.
2. Arrange and participate in a minimum of one meeting each month with the program Specialists and Fiscal Management Specialist to review component plan progress. Provide for the coordination and integration of service areas, discuss program operations, development, evaluation and supervision.
3. Visit each center in service area at least once a month.
4. Arrange and participate in a least one regular planned meeting each month with the CAP Director to discuss program operations, development and evaluation of the Head Start program and other CAA programs.
5. Assure and arrange for and/or participate in annual performance evaluations and development of performance improvement plans with individual staff members.
6. Assure that all Head Start centers in the service area meet licensing standards and are maintained in that manner.
7. Approve/arrange for and/or participate in conducting an annual Training Needs Assessment within sixty (60) days of start up.
8. Approve/arrange for and/or plan and implement staff (including orientation) training, based on Needs Assessment for in-service, CDA, and Career Development.
9. Approve/arrange for and/or participate in conducting an annual Parent Training Needs Assessment within sixty (60) days of start up.
10. Approve/arrange for and/or plan and implement parent training based on the Needs Assessment.
11. Arrange for and participate in recruiting screening, interviewing, and hiring new staff.
12. Assure/arrange for and/or participate in the completion of , and in compliance with Performance Standards in the annual program's self-assessment by April 30th of each program year.
13. Utilize assistance available for program support from all possible public and private sources.
14. Prepare or assure preparation of fiscal, service and narrative annual reports at the end of each program year and submit the same to the ACF Region Office III in a timely manner.
15. Prepare and assure preparation of proposals for narrative, budget, and service components for the upcoming program year and submit same to the Regional ACF Office within the given timeframe.
16. Approve/arrange for and/or develop, implement and evaluate Service Plans for the current program year.

17. Negotiate contractual agreements with program consultants for continuing provisions of services and technical assistance.
18. Provide/assure/arrange/ for overall administration of the Head Start program.
19. Supervise activities of the program Specialists and Fiscal Management Specialist.
20. Perform other duties that may be delegated by the Executive Director.
21. Assure/arrange for and participate in the selection of and training of Policy Council members.
22. Provide and assure involvement of Policy Council members with up-to-date information on program operations including staff changes, communications from the Regional Office, changes in the Performance Standards, planned staff, child and parent activities.
23. Assist in maintaining a current mailing list of key contacts for program information and coordination.
24. Assure communication and coordination of the Head Start program with other community organizations.
25. Plan or assure planning for ongoing public education and public information process.
26. Record all cash receipts in the Cash Receipts Log and deposit all cash receipt in a timely fashion.
27. Other duties as assigned.

Standards of Conduct:

1. Respects and promotes the unique identity of each child and family. Refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
2. Follows program confidentiality policies concerning information about children, families, and other staff members.
3. Ensures that no child will be left alone or unsupervised while under their care.
4. Uses positive methods of child guidance and will not engage in corporeal punishment, emotional or physical abuse, or humiliation. Will not employ the methods of discipline that involve isolation, the use of food as a reward or punishment, or the denial of basic needs.

Special Requirements:

Must be friendly, positive responsible, and capable of exercising good judgement in dealing with children and adults.

Must be flexible and ready to deal with unexpected situations.

Must possess proven ability to communicate and work well with others.

Must be capable of lifting up to 50 pounds walking, bending or standing.

Qualifications:

A Bachelors or a more advanced degree from an accredited college or university with a major in Sociology/Psychology or a related field and five years of administrative and supervisory experience. Genuine care and concern for the future and well-being of young children.

Date of Revision: May 1, 2006

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Lynchburg, Virginia 24504-2307

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(434) 420-1821 (cell)
dorothyholmes64@hotmail.com

Dorothy S. Holmes

Objective To assist with the improvement of lives of low income children and their families.

Experience 1974- The present- Lynchburg Community Action Group, Inc.
Head Start, Lynchburg, Virginia

Parent Involvement Coordinator

- * Organized and trained the Head Start Parent Committees
- * Worked with and trained the Head Start Policy Council
- * Assist with recruiting volunteers for the Program
- * Started a GED Program at the White Rock Head Start Site

Social Services/Parent Involvement Specialist

- * Supervise 10 Family Service Workers
- * Worked with Community Advisory Boards
- * Recruit children and volunteers
- * Organized the Fatherhood Committee
- * Organized Healthy Marriages
- * Organized and created the Book of the Month Club for the Head Start children
- * Served as an advocate in the Community for the Head Start Program
- * Coordinated the creation of the Lyn CAG Head Start web site

Education

- * 1975-1977 Virginia Seminary and College- Associate in Arts Degree, Lynchburg, Virginia
- * 2001-2003 - Lynchburg College - Bachelor of Arts, Sociology, Lynchburg, Virginia
- * 2008-2010- Eastern Theological Seminary - Masters in Religious Education, Lynchburg, Virginia

Interests

- * Volunteering in the Community, Church, fishing, designing All Occasion Cards and photography

References

Rev. Dr. L. E. Hankins- President of Eastern Theological Seminary

Pastor Stacey E. Younger- Pastor of Wingfield Baptist Church

Carmilla English - Family Service Worker for Head Start