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Professional Experience

Aurora Communications, LLC

January 2022 - Present

Chief Executive Officer and Lead Consultant

Provide professional management consulting services to support the needs of small businesses and non-profits including internal and external communications support, grant writing and administration, strategic planning, and crisis communications.

RBW Strategy

February 2022 - Present

Grants Consultant

Provide full grant lifecycle support, general fundraising support, and project management support for non-profit agencies through targeted solutions that meet the specialized needs of individual organizations. Areas of responsibility include:

- Write and produce grant proposal narratives, applications, and supporting documents for private, corporate, and government funding opportunities
- Conduct prospect research to identify, cultivate, and solicit new opportunities
- Manage grants calendars to ensure timely submissions and other pre-award tasks are completed
- Strategic coaching for clients on the grants process, and working with other stakeholders and government agency staff
- Work with clients on refining concepts to align with government funding opportunity announcements and agency expectations
- Fluent with federal grant submissions and federal government requirements, and ability to troubleshoot on administrative or application submission challenges

Parents for Peace

January 2022 - Present

Grants Consultant

Provide full grant lifecycle support for non-profit agency which seeks to empower families and communities with guidance, support, and intervention services to prevent radicalization, violence, and extremism. Areas of responsibility include:

- Write and produce grant proposal narratives, applications, and supporting documents
- Manage federal grant documents, reporting requirements, and compliance efforts
- Research and evaluate potential grant opportunities
- Oversee reimbursement requests and financial reporting

Southwest Michigan Homeland Security Grant Program

February 2009 – February 2022

Regional Executive Coordinator

Managed regional projects and personnel to support emergency preparedness programming for nine counties in Southwest Michigan. Areas of responsibility included:

- Served as project manager for all regional projects by developing benchmarking standards, budgets, and timelines for regional homeland security grant-funded initiatives, and providing oversight through project completion
- Led strategic development and long-term planning for all grant-funded activities and state and federal initiatives
- Managed the day-to-day operations of the 5th District Homeland Security Planning Board
- Developed board policies and oversaw compliance efforts
- Facilitated consensus building by working with local, regional, state, and federal stakeholders

- Drove crisis communications efforts during real-time threats to the public and other emergency events
- Provided fiscal oversight for annual grant budgets, and ensure all grant requirements are met
- Supervised all grant-funded and volunteer personnel
- Developed and implemented a performance evaluation process for all regional staff
- Developed a regional spending formula for the distribution of local grant funds to partner agencies
- Served as communications specialist for all region-wide internal and external strategic communications initiatives
- Served as training specialist for region-wide trainings and events for staff, board members, community leaders, and relevant stakeholders

Kalamazoo County Health & Community Services

February 2004 – February 2009

Emergency Preparedness Coordinator & Public Information Officer

Coordinated all public information activities and emergency communication planning and implementation for the department. Areas of responsibility included:

- Managed Kalamazoo County's bioterrorism and pandemic planning programs, and ensured state and federal grant requirements were met
- Developed and implemented department-wide communications policies
- Coordinated all media relations and served as department spokesperson
- Produced internal and external publications, including annual reports, program brochures, manuals, posters, flyers, and bioterrorism and risk communications materials
- Supervised volunteers and volunteer programs
- Coordinated emergency planning and response efforts with partner agencies and community stakeholders
- Served as grant writer for all county-wide public health programs and initiatives
- Developed and implemented training programs for the Kalamazoo County Public Health Emergency Response Team
- Developed and implemented a new department logo, and established guidelines to ensure consistency of use
- Developed and implemented a secure, online weekly disease reporting tool for school districts and day care facilities in Kalamazoo County

Berrien County Regional Educational Service Agency

November 1994 – July 2003

Public Relations Director

Directed the regional educational service organization's communications and public relations activities for all public and private school districts in the Berrien County region. Areas of responsibility included:

- Developed internal and external print and electronic publications including annual reports, brochures, newsletters, and promotional and educational videos and websites
- Coordinated all media relations activities and served as department spokesperson
- Provided crisis communications training and guidance to staff, and served as point of contact for internal and external communications during crisis team activation
- Served as grant writer for all county-wide educational programs and initiatives
- Provided professional development for staff including media, presentation, and writing workshops
- Coordinated all internal communications publications and activities
- Developed and implemented a new department logo, and established guidelines to ensure consistency of use
- Served as communications director for countywide ballot initiatives

Education

Central Michigan University

Master of Business Administration

Mt. Pleasant, Michigan

2019

Leadership Roles and Elected Positions

Michigan Emergency Management Association Board Treasurer	2023-2025
Michigan Emergency Management Association Board Secretary	2018-2022
5th District Homeland Security Planning Board Secretary	2009-2022
5th District Medical Response Coalition, Vice Chair	2007-2009
Southwest Michigan United Way Board Member	2000-2003
Michigan School Public Relations Board Member	1998-2003

Certifications and Proficiencies

Michigan Professional Emergency Manager (PEM) Certification
Centers for Disease Control and Prevention's Crisis and Emergency Risk Communication Trainer Certification
FEMA Center for Domestic Preparedness Pandemic Influenza Planning and Preparedness Training
Operations-Based Threat, Risk, and Vulnerability Assessment Training
Incident Command System 100, 200, 300, 400, 700 and 800
FEMA Professional Development Series

Awards and Recognitions

Michigan Emergency Management Association Distinguished Service Award Nominee (2021)

National Best Practice Award for *Preparing for a Pandemic: What Parents Need to Know About Seasonal and Pandemic Flu* from the Center for Infectious Disease Research and Policy (2007)

Exemplary Public Relations Program Gold Achievement Award for *Lest We Forget: World War II* from the National School Public Relations Association (2002)

Publication Award of Excellence for *Get a Life!* program directory from the National School Public Relations Association (2001)