

**Marsha J. Carey, GPC  
Non-Profit Consultant**

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**Career Objective:** To fully engage my passion to help improve the lives of others by employing my extensive organizational development experience.

**Summary of Qualifications**

**Grant Development:**

- Able to effectively lead grant processes including working with grant team members, organization leaders and project managers, as well as community members and partners.
- Able to read, understand, and communicate to others complex grant instructions including but not limited to RFP's, grant funder descriptions and guidelines, strategic plans, budget requirements, and attachment instructions.
- Able to manage multiple deadlines and coordinate project components and gather information from various entities internal and external.
- Create and maintain task and action items for project management.
- Use electronic communication devices to manage project communications and information.
- Able to maintain positive and collaborative relationships with agency staff and community partners.
- Able to motivate, educate, and inform others regarding project needs and expectations.
- Skilled at grant research with the ability to match funder goals and expectations with agency goals and objectives.
- Over 15 years' experience writing a variety of messages and proposals in response to funder directives including successfully awarded Federal, State, local government requests as well as local, regional, and national funders.
- Able to develop and maintain positive relations with funders.
- Consistently display professional and proven standards regarding all phases of grant development as evidenced by Grant Professional Certification earned through the American Association of Grant Professionals and the Grant Professionals Certification Institute.

**Grant Management:**

- Experienced at grant management including Federal U.S. Department of Justice grant programs and U.S. Department of Education mentoring programs.
- Project Director for U.S. Department of Education Mentoring grant.
- Project Director for a USDOJ Weed & Seed grant.
- Project Director for a 21<sup>st</sup> Century Community Learning Center grant.
- Project Director for SAMHSA Community Prevention Development grant.
- Able to monitor and manage grants awarded to external agencies and grants awarded internally.
- Able to understand and communicate reporting expectations.
- Able to establish grant readiness during proposal development to ease the burden of reporting.
- Able to create evaluation plans and collect data that will describe, enhance project outcomes and meet funder expectations.

**Grant Peer Review and Professional Grant Leadership:** Served as Federal Grant Peer Reviewer for:

- Second Chance Act Mentoring grants
- U.S. Department of Justice Youth Mentoring grants
- Youth Gang Prevention and Intervention grants
- U.S. Department of Education Mentoring program grants
- Safe Schools/Healthy Students grant -a collaborative grant program between USDOJ, ED, and SAMHSA.
- Served as expert panel member revising and updating GPC credentialing exam
- Presented "Winning Federal Grants" at Indiana University-Purdue University at Fort Wayne (2007).
- Presented "Developing Outcomes/Program Evaluation" for Drug Free Kosciusko County organization (2007).

**Professional Non-Profit Leadership:**

- Progressive levels of leadership experience working with a variety of non-profit and public organizations providing strategic planning, capacity building, board development, and grant development services.
- Constructed annual budgets with Board of Directors; followed and led standard operations and fiscal management procedures, developed program evaluation standards, and provided grant management and oversight.

- Experienced creating non-profit fundraising programs to meet the needs of the organization including annual campaigns, social media marketing, auctions, corporate gifts and direct mail solicitations.
- Able to develop and implement an annual plan for fund development that includes all professionally recognized fundraising components typical of strong organizations.
- Experience leading teams, meeting goals, directing staff, and building non-profit boards.
- Deadline and budget driven.
- Able to motivate others, and build consensus.
- Strong interpersonal and communication skills.
- Experienced at cultivating personal and community partnerships, and building relationships.
- Able to build management processes to support agency services and organizational operations.

#### **Program Development:**

- Able to understand, describe, and work with program goals, expectations for client outcomes and program evaluation.
- Able to implement and organize program details related to youth programming, behavioral healthcare treatment models, prevention programs as well as criminal justice partnerships.
- Effective with community collaboration, or internal collaboration projects, with the ability to build consensus, lead groups, provide for project development facilitation, and public speaking.
- Able to “connect the dots”, and pull together all components of new programs, and enhance existing programs using strong program management skills.

#### **Educational Background**

- Grant Professional Certified, GPC ([www.grantcredentials.org](http://www.grantcredentials.org))
- Graduate Certificate in Nonprofit Management, 2007 – North Park University, Chicago- School of Business and Nonprofit Management
- Bachelor of Science in Public Affairs (BSPA), 2004 - Indiana University School of Public and Environmental Affairs
- Youth Prevention Program training through Afternoons ROCK; Certified in Project ALERT and All Stars Junior.
- U.S. Department of Justice Grant Management –Fiscal Management Training 2010
- Seeking Federal Grants, 3 day training sponsored by the Corporation for National and Community Service - 2007
- The Grant-seeker Institute – 40 hour course – The Foundation Center – NY, NY – July 2006
- Indiana Office of Rural and Community Affairs (OCRA), Community Development Block Grant Administrator Certification
- Indiana University Fundraising School - Fundraising 101 -2002

#### **Non-Profit Employment History**

**Non-Profit Consultant:** Experienced grant consultant to non-profit agencies providing expert grant writing services including grant research, grant recommendations, grant project planning, grant proposal writing, grant management, strategic planning, project development, capacity building, and board development services. Experienced in building community collaborative projects. Experienced with Youth Prevention concepts, Risk and Protective Factors, and building youth prevention projects.

**Windows of Opportunity, Inc.** – Non-profit arm of Chicago Housing Authority. Recruited to assist with capacity building and program development, building business management practices, strategic planning, developing and implementing policies and procedures, managing grants and fund development.. Implemented and managed a recently awarded 21<sup>st</sup> Century Community Learning Center program at a Chicago High School and managed a summer academic enhancement program at three city sites for seven weeks in the summer of 2010 serving disadvantaged youth living in Chicago Public Housing. – March 2010 – March 2011. Title: Director of Operations/Programs

**Institute for Public Safety Partnerships,** an Institute at the University of Illinois at Chicago – Fiscal Agent for Project Safe Neighborhoods, Comprehensive Anti-Gang Initiative, and Englewood Weed and Seed through the U.S. Attorney’s Office of Northern Illinois. Recruited to manage Englewood Weed & Seed Project; build community capacity among non-profit organizations funded through Project Safe Neighborhoods and the Comprehensive Anti-Gang Initiative. Provided federal grant management, community collaboration/partnership building, and grant development working with several funded agencies and federal grant programs through the U.S. Department of Justice. – July 2009 – March 2010. Title: Community Liaison

**Chicago Housing Authority** - Wrote successful proposals to federal and non-federal funders, conducted grant research, assisted with the creation of the annual fund development plan, offered expertise to non-profit organization affiliated with CHA, facilitated

development of a local community coalition to address youth violence and related issues, wrote grant applications for community coalitions, and developed ideas to help build non-federal and federal funding, worked in a team environment. – April 2008 – July 2009.  
Title: Grant Developer

**Otis R. Bowen Center for Human Services, Inc.** – a community behavioral health care center serving eight counties in Northern Indiana. Grant developer for substance abuse programs, mental health treatment programs, justice partnership projects, art therapy, staff development, community collaboration projects, mentoring and mental health services for school districts, construction and building projects, equipment and materials for projects, and youth services. Worked directly with CEO and VP of Fiscal Services along with Performance Improvement Director, Department Managers, and business management department. Also worked in Corporate Services department developing business relationships related to EAP and SAP services. Provided direct project leadership for a U.S. Department of Education mentoring grant in collaboration with local school district. Created a school-based mentoring program for middle school age, at-risk youth, based on effective and proven methods. Managed all of the following: volunteer recruitment, volunteer training, youth recruitment and training, match management, day-to-day management, and program evaluation. Worked with many community agencies, initiated collaboration projects and provided leadership on committees representing Bowen Center programs. Initiated Crisis Intervention Team planning and training for law enforcement, county jailors, and interested citizens. Planned special events and fundraising activities. – March 2001 – April 2008. Titles held: Grants Coordinator, Mentoring Project Director, Crisis Intervention Team (CIT) Coordinator, Corporate Services Specialist.

### Professional Affiliations and Community Activities

Grant Professionals Association  
American Legion Auxiliary Member  
Chicago Temple United Methodist church bell choir 2009  
Girl Scout Leader: 1996 – 2001 2000 County Cookie Sales Chairperson  
Community Anti-Drug Coalitions of America (CADCA)  
Central City Housing Ventures, Chicago – Board Member – Fundraising Committee (Former)  
National Alliance for the Mentally Ill (NAMI) (Former)  
Kosciusko County Mental Health Association Board (Former)  
Kosciusko County Drug Education Committee –(Current)  
Marshall County Drug Free Council –Board Chairperson (Former)  
Drug Free Indiana Northeast Indiana Regional Advisory Board (Former)  
North Webster Community Center Board – Fundraising  
Committee Chair (Former)  
North Webster Tippecanoe Chamber of Commerce  
(Current)

REFERENCES available upon request.