

CITY OF PROVIDENCE, RHODE ISLAND • MAYOR BRETT P. SMILEY

Tina L. Mastroianni, City Clerk  
Clerk of Council

Sheri A. Petronio  
First Deputy

Angela J. Harris  
First Deputy



Donna M. Peligian  
First Deputy

Claire E. Girard  
Clerk Liaison

DEPARTMENT OF CITY CLERK  
CITY HALL  
IN CITY COUNCIL

JULY 18, 2024

ELECTION

ELECTION OF ONE (1) MEMBER TO THE  
PROVIDENCE EXTERNAL REVIEW AUTHORITY (PERA)

**COUNCIL PRESIDENT MILLER** calls for Nominations of One (1) Member to the Providence External Review Authority (PERA).

**COUNCILOR PICHARDO** Nominates **NORMA GONZALEZ**, and this nomination is Seconded by **COUNCILWOMAN HARRIS**.

**COUNCIL PRESIDENT MILLER** calls for further Nominations and there being none, on motion of **COUNCILOR PICHARDO**, Seconded by **COUNCILWOMAN HARRIS**, it is voted that Nominations be closed and the Clerk is directed to cast One Ballot for **NORMA GONZALEZ**.

The Clerk casts one ballot as directed.

**COUNCIL PRESIDENT MILLER** thereupon declares **NORMA GONZALEZ** duly Elected as a Member of the Providence External Review Authority (PERA).

IN CITY COUNCIL  
JUL 18 2024

APPROVED

*Tina L. Mastroianni*  
CLERK

# NORMA GONZALEZ

normagonzalez066@gmail.com | 4016637783 | Johnston, Rhode Island 02919

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## Summary

Results-driven, bilingual nonprofit leader with an impressive 25-year track record in program management. Proven expertise in grant writing, budget administration, and effective program oversight. A passion for fostering productive relationships, team leadership, and driving diverse improvements. A successful track record includes directing projects, implementing innovative programs, and achieving substantial results, such as securing a noteworthy increase in funding to \$300,000 within five months in the current role.

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## Skills

- Intermediate Microsoft Suite Proficient
- Grants Writer
- Intermediate level – Social solutions databases (Apricot360, ETO), Fulcimus (CODEC), EPIC, Financial Edge, and Paylocity.
- Organizational Development
- Strategic Planning and Execution
- Financial Management
- Relationship and Team Building
- Judgement and Decision Making

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## Experience

**Executive Director** DaVinci Center for Community Progress - Providence, RI  
06/2023 – Present

- Develop and execute a comprehensive plan for rebuilding the organization, aligning with the mission and values.
- Lead the organization through a strategic planning process to redefine goals and priorities.
- Oversee and implement effective fundraising strategies to secure financial resources for the rebuilding effort.
- Manage the organization's budget, ensuring financial sustainability and accountability.
- Evaluate existing programs and initiatives, identifying areas for improvement or realignment.
- Develop and implement new programs that address the evolving needs of the community.
- Inspire and lead a dedicated team through the rebuilding process.
- Provide guidance, support, and mentorship to staff, fostering a collaborative and resilient work culture.
- Rebuild and strengthen relationships with donors, partners, community leaders, and other stakeholders.
- Actively engage with the community to understand their needs and incorporate feedback into organizational strategies.
- Collaborate with the Board of Directors to redefine organizational goals and strategies.
- Keep the Board informed on progress, challenges, and opportunities related to the rebuilding efforts.
- Streamline internal processes and operations to enhance efficiency during the rebuilding phase.
- Ensure compliance with relevant laws, regulations, and ethical standards.

**Clinical Therapist/Incredible Years Facilitator** Bradley Hospital Learning Exchange-Lifespan - East Providence, RI  
09/2011 – 05/2023

- Facilitated Incredible Years parenting groups to promote emotional and social competence and to prevent, reduce, and treat aggression and emotional problems in young children.
- Conducted research on federal research studies focused on stress, trauma and resilience in children.

**Clinical Therapist** | Providence Center Inc. - Providence, RI

01/2014 – 06/2023

- Provide individual therapeutic outpatient services to children under six years old.
- Demonstrated sensitivity and competence in treating patients from diverse backgrounds.
- Collaborated closely with treatment team to appropriately coordinate client care services.
- Conferred with clients to discuss treatment options and therapy goals.
- Documented service plans, treatment reports and progress notes.
- Diagnosed and formulated treatment goals for patients utilizing current DSM.
- Referred clients to external resources for additional support.
- Provided counseling for relapse prevention, social issues and mental health problems.

**Deputy Director** Community Action Partnership of Providence - Providence, Rhode Island

12/2017 – 10/2022

- Successfully met targets for grant approval in each of the last five years, totaling five hundred thousand dollars for the organization.
- Successfully implemented all planned community services programs in 2021 on time and within organization budget.
- Implements financial processes to improve financial visibility and forecasting of all programs for Senior Leadership.
- Supports departments in execution of purchase and service contracts, reviewing agreements and interfacing with vendors and clients to direct complete fulfillment of contractual obligations.
- Supports the creation of financial reports and project budgets as require for a total of nine million of the organization budgets.
- Monitors program implementation and direct service delivery across the continuum of services including Education and Job Development, Basic Needs, Youth Programs, Leadership programs, Energy and Housing Stability Programs, and Volunteer Programs.
- Conducts resource planning, employee and contractor background checks, payroll management, performance management, and professional development.
- Ensures interdepartmental requests are communicated and resolved promptly to internal and external parties.
- Ensures that projects are delivered on time and on or under budget.
- Contributes to short and long-term strategic planning and identifying potential new markets and lines of business and funding opportunities.
- Assists staff with responding to grant proposals, focusing on federal, state, city and private funding proposals.
- Works with individual business leads to establish business goals and tracks individual performance in support of goals.
- Monitors compliance of all staff, board, and organizational requirements with organizations such as HUD, Department of Housing and Urban Development, Community Development Block Grant and CSBG.
- Oversees timely invoicing to all funding sources for a nine million organization budget.
- Oversees the negotiation, compliance, and administration of contracts with vendors.
- Oversees corporate communications and branding strategies to ensure consistency and quality.
- Supports Board and committee meetings as required.
- Actively seek and reports on opportunities for penetration of new market demographics and recommended strategies for development of new service areas to increase organization appeal.
- Compile and analyze data and trends quantifying business outcomes regarding client recruitment and retention to extrapolate on procedural obstacles to continued expansion.
- Lead and drive collaboration with internal teams and partners to meet expected timelines, budget and quality standards.
- Performs benchmarking analyses to identify best practices and opportunities for improvement.
- Supervises project execution, utilizing performance metrics, quality indicators and deliverables.

## **Deputy Executive Director Federal Hill House 01/2014**

- 01/2017

- Established organization annual budget and conducted monthly reviews to guarantee proper allocation of funds.
- Managed approximately \$2.5 million annual budget and analyzed spending to implement reductions, resulting in 5% savings and increased revenue by adding two additional childcare classrooms.
- Established appropriate staffing techniques to meet demands and manage to reduce childcare staffing costs.
- Cultivated and maintained relationships with federal, state, city and private funding organizations to secure financial resources.
- Developed and implemented annual employee performance evaluations for retaining competent, qualified staff and setting compensation guidelines.
- Provided board with monthly reports to demonstrate organizational progress.
- Recruited, hired and trained employees on operations and performance expectations.
- Ensured timeliness of submitting applications, reports, and updates to funding sources
- Worked closely with staff members to ensure they are provided with appropriate support systems and responsive, quality service in grant preparation, project accounting, human resources, purchasing, and any related administrative functions.

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## **Education and Training**

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Springfield College | Boston, MA | 01/2011

Master's Degree: Science - Mental Health Counselor

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## **Languages**

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Fluent in Spanish, English/Spanish

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## **Certifications**

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Certified Incredible Years Facilitator, Brown Department of Psychiatric and Human Behavior/Bradley Hospital – 2011

Mental Health Counselor Associate - 2022