



Mayor of Providence

Jorge O. Elorza

December 13, 2017

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1103 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day re-appointing Maria Monteiro, of 218 Home Avenue, Providence, RI 02908, as a member of the Human Relations Commission for a term to expire on January 31, 2018, and respectfully submit the same for your approval..

Sincerely,

A handwritten signature in black ink, appearing to be "J. Elorza".

Jorge O. Elorza
Mayor

IN CITY COUNCIL
FEB 01 2018

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
A handwritten signature in black ink, appearing to be "L. H. ...".
CLERK

SUMMARY

A leader and manager who skillfully builds partnerships between various sectors to meet local needs. Innovative and resourceful professional with strengths in experiential learning initiatives, non-profit management, and higher education administration

SKILLS AND STRENGTHS

- Proven track record as a planner, project manager, and team-builder
- Focused and dedicated coalition-builder whose strengths lie in bringing people and entities together to identify common interests, negotiate joint goals, and develop collaborative initiatives
- Senior level staff, budget and program management experience
- Multicultural experience/languages: Cape Verdean, English, Spanish, and Portuguese

PROFESSIONAL EXPERIENCE

Paul Cuffee School, Director, Institutional Advancement 2012 - present

- Develop and execute strategies for educating targeted constituencies as means to obtain private and public donations
- Provide leadership for all external relationship building with various constituents
- Lead strategic planning for communication activities that support relationships between the school and its external constituents such as Trustees, donors, parents, alumni, and friends which support private and public giving gifts
- Oversee integrity of all gift processing, data management, programmatic, financial reporting, and communications, literature, web content, and publicity
- Coordinate special events related to annual and long-term institutional goals
- Assist colleagues in non-duplicative efforts to identify sources and prepare proposals to government, corporations, foundations and private granting organizations

Paul Cuffee School, Policy Advocate Manager 2010 - 2011

- Led and managed a process of a strategic advocacy plan to engage charter school families
- Recruited and trained parents to serve as district leaders and drafted emails, letters, and scripts for phone calls
- **Developed structure for email, phone call, and letter writing campaign that engaged 133% of families**
- Worked with teachers to integrate letter writing campaign into curriculum
- Coordinated state house visits that included parents, students, board members, and friends of the school

Campus Compact (Brown University) 1997 – 2009

A national coalition of more than 1,100 college and university presidents **dedicated to promoting community service, civic engagement, and service-learning** in higher education. The national headquarters, separated from Brown University in 2008 and moved to Boston, MA.

Program and Affiliate Director 2006- 2009

Responsible for managing and coordinating the delivery of programs and services to more than 1100 member colleges and universities through staff at the organization's national and state affiliate offices. Job responsibilities included but were not limited to the following:

- Worked with college and university presidents, faculty, and staff to establish state affiliate offices leading to the establishment of 16 additional new state offices
- Managed the development and delivery of all the organization's programming,

including training and technical assistance, research projects, and resource development

- Supervised and managed a team of staff to develop new initiatives to meet the emerging needs of various campus constituents
- Developed and managed departmental goals, budgets, and grants
- Developed monitoring and other evaluations tools to assess state affiliate office performance

Network Manager

2001-2006

- Served as a liaison between the national and state offices to promote effective, efficient, and innovative community service and service-learning programs on campuses and for collaborating with other state-based service entities
- Stewarded the formation of new state affiliate offices by providing technical support to college and university presidents and staff, acting directors of state coalitions, Governors' offices, and state agencies
- Oversaw training of affiliate office staff through meetings, seminars, site visits, and coaching

Network Coordinator

1997-2001

- Worked with the network manager to develop and maintain relationships with existing and emerging state affiliate offices, Assisted with grant management, including writing reports for funders, developing request for proposals for affiliate offices, and ensuring compliance with grant provisions, and created mechanisms to address training and technical assistance needs of state affiliate offices

RELATED EXPERIENCES

RI Children's Crusade for Higher Education, Director of AmeriCorps Program
Project SPHERE, CCRI, Bilingual Counselor/Advisor
Clearinghouse for Volunteers University of Rhode Island, Director
Office of Internships and Field Experience, URI Graduate Assistant,
Special Programs for Talent Development University of Rhode Island, Counselor
UYA Internship Seminar, University of Rhode Island, Instructor

EDUCATION

Master of Science - Human Development and Family Studies
Concentration: College Student Personnel
University of Rhode Island
Bachelor of Science - Human Development, Counseling and Family Studies
Minor: Spanish
University of Rhode Island
University of Granada, Spain
Certificate - Practice in Management Program
Brown University Learning Community

SERVICE ACTIVITIES

Secretary - National Coalition of 100 Black Women - RI 2013- present
Executive Mentor, Providence College 2014- present
Commissioner - (Governor appointed) Rhode Island Service Alliance 2005 - 2012
Chair (2011); Vice Chair (2010)
Trustee, Paul Cuffee School, Providence, RI 2007- 2012
Executive committee member (2010- 2012)
Member, Institutional Advancement Committee, Paul Cuffee School 2006 - 2010
Co-chair, Committee on Trustees and Governance, Paul Cuffee School 2008- 2012
Member, Family School Partnership Committee, Paul Cuffee School 2006 - 2008