

CITY HALL



THE CITY COUNCIL  
OF THE  
CITY OF PROVIDENCE, RHODE ISLAND



September 1, 2017

Ms. Lori L. Hagen  
City Clerk  
25 Dorrance Street  
Providence, Rhode Island 02903

Dear Madame Clerk:

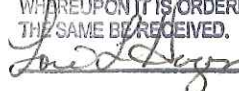
Please be advised that I am hereby appointing Kelly Nevins of 150 Sharon Street, Providence, Rhode Island 02908, as a member of the Equal Pay Task Force, for a term to expire on September 1, 2019.

Thank you for your attention to this matter.

Sincerely,

  
Sabina Matos  
Acting Council President

IN CITY COUNCIL  
SEP 07 2017

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED.  
 CLERK

# Kelly Nevins

150 Sharon Street  
Providence, RI 02908  
401-215-3311 or [kellynevins@cox.net](mailto:kellynevins@cox.net)  
<http://www.linkedin.com/in/kellynevins>

## Qualifications

Business leader with over 25 years of experience and quantifiable results in relationship building, strategic planning and management, and community leadership.

## Professional Strengths

- Organizational leadership
- Strategic planning
- Fiscal oversight responsibility
- Community outreach and capacity building
- Development and fundraising
- Volunteer and employee development
- Corporate sponsorship management
- Marketing and public relations

## Professional Experience

### Executive Director, Women's Fund of RI ([www.wfri.org](http://www.wfri.org))

2016 to Present

- Spearhead initiatives focused on grant making, program, fund and volunteer/board development, with a focus on achieving gender equity in RI
- Advocate for progressive women's issues through lobbying and public speaking
- Research, apply for and manage grants pertaining to programming

### Director of Tour Management

2011 to 2016

#### Collette ([www.gocollette.com](http://www.gocollette.com))

- Planned, developed and implemented human resource strategies that ensured all tours were covered by trained and experienced tour managers
- Managed 300+ Tour Managers, nine office personnel annually, including recruiting, training, supervising and off-boarding
- Developed and facilitated annual weeklong conference for tour managers designed to teach best practices, inform about developments in the field, create open dialogue between the tour managers and product/marketing/key personnel
- Developed and facilitated multi-day workshops & conferences on Visioning & Teamwork, Customer Service and Tour Management
- Trained in Articulate Storyline and SuccessFactors online learning software; developed electronic learning tools
- Department surpassed 97% customer satisfaction goal each year during my tenure
- Innovation Project Team Lead with focus on improving employee engagement

### Manager of Community Relations & Outreach

2006 to 2011

#### Boston Medical Center HealthNet Plan ([www.bmchp.org](http://www.bmchp.org))

- Planned, developed and implemented external outreach programs throughout MA with a goal of driving membership and building positive corporate visibility
- Managed 10 field outreach staff, special event activities, and corporate sponsorships
- Built relationships with hundreds of MA community leaders, nonprofit organizations and coalitions
- Assisted in the development of community wellness initiatives such as Healthy City Fall River, New Bedford Mass in Motion, Taunton Community Wellness Program
- Created and launched employee volunteer program, working with regional committees to plan quarterly volunteer activities and producing a monthly e-newsletter on individual volunteer opportunities
- Led compliance initiative, developing processes to ensure company meets state regulations for marketing
- Promoted from regional management role to state management role in 8-09



## **Executive Director**

**1999 to 2006**

### **Volunteer Center of Rhode Island ([www.vcri.org](http://www.vcri.org))**

- Managed organization with \$450,000 budget, 12 staff and 20 board members
- Grew programs by 30% during tenure, budget by 40%, and volunteer recruitment by 4000%
- Increased visibility of agency through targeted relationship building
- Facilitated online database project process- reengineering the way VCRI did its referrals. VCRI's database was the forerunner of a national database that was produced by the *Points of Light Foundation* and *United Way of America*
- Established endowment fund and built leadership giving program
- Consultant to local businesses (i.e., *Hasbro*, *Blue Cross & Blue Shield*, etc.) on employee volunteer program and community relations design issues
- Member of the *Points of Light Foundation* National Advisory Council on Training; Relationship Building; and Disaster Initiatives, and *Corporation for National Service* National Conference Planning Committee. Former Secretary for the *Volunteer Center National Network Council*
- Speaker/Trainer at local and national meetings on topics regarding volunteerism and fundraising
- Author of newspaper columns, direct mail letters and training materials

## **Assistant Director of Development, Major Gifts**

**1998 to 1999**

### **University of Rhode Island ([www.uri.edu](http://www.uri.edu))**

- Increased giving by 120% within my contact areas
- Identified, engaged and solicited major gift donors and prospects nationwide
- Served as a liaison between major gift volunteers and development program

## **Director of Donor Services**

**1991 to 1997**

### **United Way of Rhode Island (formerly United Way of Southeastern New England)**

#### **([www.uwri.org](http://www.uwri.org))**

- Increased divisions annually during tenure by an average of 11%
- Solicited leadership gifts of \$1,000 or more
- Managed 350 accounts, including planning, goal setting and evaluative analysis

## **Professional Affiliations**

### **Memberships/Volunteer Service**

- LeadershipRI Beta II Class Member and active volunteer since 2005
- Serve as a volunteer on the Flagship Project and Panama Team for the Collette Cares Foundation, as well as numerous in house employee volunteer initiatives
- Board member, RI Public Broadcasting since 2015

## **Awards and Honors**

- Selected as BMC HealthNet Plan's candidate for the Association of Community Affiliated Plans (ACAP) Making a Difference Award, 2009
- One of "Forty Under 40" by Providence Business News, 2006
- Rhode Island Foundation Fellow, 2006
- Outstanding Woman in Health & Human Service by YWCA RI, 2002
- One of "Fifty Most Influential Women in RI" by Perishable Theater, 2002

## **Education**

**Master of Science, Leadership**, Roger Williams University, 2015

**Master of Arts, Education**, University of Rhode Island, 2002

**Bachelor of Arts in English**, University of Rhode Island, 1990

**Certificate, Leadership for Change**, Boston College, 1996

**Certificate, Governance for Nonprofit Management & Strategic Perspectives in Nonprofit Management**, Harvard Business School, 2005 & 2006