



Mayor of Providence

Jorge O. Elorza

February 24, 2015

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 appointing Maria Monteiro, of 218 Home Avenue, Providence, RI 02908, as a member of the Human Relations Commission for a term to end January 31, 2018, and respectfully submits the same for your approval. Ms. Monteiro replaces Praxedis Rodriguez whose term expired.

Sincerely,

Jorge O. Elorza  
Mayor

IN CITY COUNCIL  
APR 02 2015

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED  
 CLERK

MARIA MONTEIRO  
~~218 Home Ave, Providence, RI 02908~~  
401-831-6457 | 401-573-5034 (c)  
mmonteiro401@gmail.com

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**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