

Professional Experience

Catholic Charities of Northern Nevada

July 2018 – Current

Chief Executive Officer

- The mission of Catholic Charities of Northern Nevada is together we respond to unmet human needs so all can thrive.
- Programs and Services: Human Empowerment (Adoption, Emergency Services, Immigration Legal Services, Benefit Enrollment, & Outreach/Immunization Program) Nutrition Services (Statewide Food Pantry Network, Meals on Wheels, Senior Congregate Meal Sites, St. Vincent's Dining Hall) Housing & Family Support (Crossroads Sober Living, Casa de Vida Group Maternity Home, Holy Child Early Learning Center/Early Head Start Program) and Social Enterprise (St. Vincent's Thrift Stores).

Catholic Charities of Northern Nevada

March 2016 – May 2018

Chief Operating Officer/Chief Development Officer

- The mission of Catholic Charities of Northern Nevada is together we respond to unmet human needs so all can thrive.
- Programs and Services: Human Empowerment (Adoption, Emergency Services, Immigration Legal Services, Benefit Enrollment, & Outreach/Immunization Program) Nutrition Services (Statewide Food Pantry Network, Meals on Wheels, Senior Congregate Meal Sites, St. Vincent's Dining Hall) Housing & Family Support (Crossroads Sober Living, Casa de Vida Group Maternity Home, Holy Child Early Learning Center/Early Head Start Program) and Social Enterprise (St. Vincent's Thrift Stores).

STEP2

May 2018 – July 2018

Chief Executive Officer

- The mission of STEP2 is to provide comprehensive, coordinated services related to the treatment and recovery of chemically dependent women and their families, resulting in sustainable self-sufficiency.
- Programs: Inpatient residential substance abuse treatment and recovery programs through the Redfield Residential Facility and the Lighthouse Cottages. Outpatient recovery services.

Community Foundation of Western Nevada

January 2016 – March 2016

Chief Development Officer

- The mission of CFWN is to strengthen our community through philanthropy by connecting people who care with causes that matter.
- Services: Management of donor advised funds and community initiatives

The Eddy House

December 2014 – December 2015

Executive Director (One Year Contract/Start Up)

- The mission of The Eddy House is to promote self-sufficiency and empowerment to homeless, runaway, foster and at-risk youth ages 12 – 24 by providing safety, basic needs, and access to community resources across Northern Nevada.
- Programs: Drop-in center for homeless and runaway youth. During my tenure, The Eddy House also operated a residential program for men who had "aged out" of foster care.

Reno Rodeo Foundation

November 2005 – January 2015

Executive Director

- The mission of the Reno Rodeo Foundation is to enhance and enrich the lives of northern Nevada families by aiding children with extraordinary needs, building community partnerships and providing grants and scholarships to eligible northern Nevada high school graduates.
- Programs: Community grants, scholarships to the University of Nevada, Reno, Reno Rodeo Denim Drive, Team 355 Community Outreach and Support team, Rodeo Wish, Reno Rodeo Literacy Program, VIPS Life and Career Coaching program for “aging-out” foster youth.

Aspen Learning Center, LLC

March 2005 – May 2006

Small Business Sole-Proprietor

- Services: Tutoring, enrichment and individual support for gift children and their families.

The Davidson Institute for Talent Development

August 1999 – February 2005

Executive Director

- The mission of the Davidson Institute for Talent Development is to recognize, nurture, and support profoundly intelligent young people and to provide opportunities for them to develop their talents to make a positive difference.
- National Programs and Services: Young Scholars family support program, Davidson Fellows award, THINK Summer Institute, Educators Guild, PG-CyberSource online searchable database, Davidson Academy at the University of Nevada, Reno.

Washoe County School District

June 1996 – June 1999

Elementary School Teacher (Huffaker Elementary School, Grade 6)

Education

1991-2001

University of Nevada, Reno

- **Ph.D.** candidate in Counseling and Educational Psychology with a focus in Human Development and Learning Theory– GPA 3.9
- 2000 **M.Ed. with Honors** Elementary Education: Elementary Education with a focus in Literacy Development - GPA 4.0
- 1995 **BS with Distinction**, Education Dual Major: Elementary and Special Education - GPA 3.75

Skills

- **Executive Administration:** Strategic planning, budgeting and financial management, crisis management, team building/HR, board relations, volunteer management.
- **Program Development:** Program concept to operations. Developed and launched: Davidson Fellows awards, THINK Summer Institute, The Educators Guild, Reno Rodeo Denim Drive, VIPS Life and Career Coaching program for aging-out foster care, the YOUth resource center (now The Eddy House).
- **Fundraising/Development:** Annual campaigns, major gifts, grant writing/management, planned giving, capital campaigns, and events. Donor cultivation and stewardship.
- **Foundation Administration:** Scholarship administration and grant award administration
- **Database Administration:** Implementation and management, including Blackbaud’s Raiser Edge and Salesforce for non-profits.
- **Community/Public Relations.** Professionally trained local and national media spokesperson, social media, community relationships.
- **IT Administration:** Highly developed computer skills including Adobe Creative Suite, Quickbooks, Blackbaud Raiser’s Edge, Salesforce, ACT!, Donor Perfect, and all programs in the Microsoft Office suite. Skilled in website development and administration and social media platforms.

Awards and Honors

- 2018 Certified Fund Raising Executive (CFRE) Designation
- 2017 Blackbaud Raisers Edge Fundamentals Certification
- 2012 Recipient Women of Achievement Award, Nevada Women’s Fund
- 2011 Board of Directors, The Prospectors Club
- 2010 Recipient “Twenty under 40” Award facilitated by the YPN and the RGJ
- 2009 Member, The Prospectors Club
- 2009 Member, Rotary Club of Sparks
- 2007 Member, Rotary Club of Reno
- 2005 Trustee, Reno Philharmonic Association
- 2003 Trustee, Supporting the Emotional Needs of the Gifted (SENG)

2003 Guest Expert, Templeton Summit on Education Acceleration, University of Iowa.
1999 Teacher Trainer, Northern Nevada Writing Project Invitational
1998 Certificate of Merit Reno Gazette Journal Best of Education
1997 Nevada's First Year Teacher of the Year , SallieMae First Class Teacher Award
1995 Distinguished Intern Award
1995 Phi Kappa Phi National Honor Society, Life Member
1995 Golden Key National Honor Society
