

WANDA IRVING, MPA

354 THE CHACE NE * SANDY SPRINGS GEORGIA, 30328 * 516-782-4894 *

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Dynamic, multi-faceted senior professional with over 30 years of leadership, resource development, communications and program management expertise gained from positions of increasing responsibility in both the nonprofit and public sector.

SUMMARY OF CORE COMPETENCIES

- Adroit at administrative leadership, strategic planning and organizational development
- Accomplished in consensus building, relationship management and advocacy
- Dexterous in program management, analysis, and evaluation
- Effective in verbal and written communication, and purposive communications
- Enterprising in problem solving, goal attainment and collaborative resolutions
- Committed to integrity, accountability, diplomacy and equity

SELECTED LEADERSHIP & PROGRAM ADMINISTRATION EXPERIENCE

Director of Operations—2013-present, Elections Verification Network

- ◆ Contracted to provide overall operations management for a Network of more than 250 leaders and activists who collaborate to make U.S. elections error-free and secure. Network participants include attorneys, academics, election officials, and civil rights leaders and represent regional and national organizations.
- ◆ Develop agendas and conduct twice-monthly conference calls for Network members and Leadership Committee.
- ◆ Facilitate and oversee work of volunteer committees and event planner to design, plan and manage overall preparation of annual national conference.
- ◆ Direct all development efforts; including grant writing, stewardship of individual donors and other fundraising activities.

Ombudsman—2013-present, U.S. Department of Defense, ESGR

- ◆ Work with employers and service members to prevent, reduce or resolve misunderstandings regarding employment rights and responsibilities.
- ◆ Develop relationships with employers to promote advocacy for service in the Guard and Reserve.

Managing Partner—2010-2012, Irving & Associates, Baltimore, Maryland

- ◆ Firm contracted to provide program design and administration of a marketing/outreach campaign plan to Naval Special Warfare Recruiting Directorate (NSW-RD). Conducted five community outreach events in two states for US Navy SEALs.
- ◆ Conducted media and spokesman training for each Navy SEAL participating in community NSW-RD outreach events.
- ◆ Created community partnership of key mentorship organizations, community leaders, neighborhood groups to uncover and explore issues and concerns regarding barriers to success of African American males.
- ◆ Oversaw team of professional writers in preparation of federal grant proposals resulting in awards totaling over 3 million.

Vice President Development & Community Initiatives—2009-2010, Peoples Community Health Centers, Baltimore, MD

- ◆ Spearheaded blue ribbon task force of high profile executives from business, government and academia to create a 501 c 3 foundation that addressed health disparities.
- ◆ Recruited and trained Foundation staff. Planned and supervised staff activities and Administrative Assistant.

- ◆ Increased organizational revenue 25% by recruiting, training, development associates' productivity and performance.
- ◆ Developed and managed knowledge-enhancing and behavior-change programs and services provided by organization.
- ◆ Oversaw grant compliance and data tracking, coding, analysis and storage for five major grants totaling over 3 million.
- ◆ Facilitated Community Needs Assessment.
- ◆ Monitored department expenditures and prepared all financial grant related reports.

Director of Programs & Operations—2006-2008, BET Foundation, Washington, DC.

- ◆ Negotiated contracts with national speakers and celebrity entertainment for organizational childhood obesity camp and four national Women's Health Symposiums annually.
- ◆ Facilitated creation of operational manual for an after school obesity prevention program for Baltimore City School district.
- ◆ Conducted strategic partnerships of community organizations and coordinated efforts of third party contractors and consultants.
- ◆ Directed partnerships and sponsorship solicitation efforts resulting in an over \$250,000 grant from Aetna Foundation.
- ◆ Developed broad based public education campaign addressing childhood obesity, expanding summer camp for girl's program outreach and operations by 30 percent.

Chief Executive Officer—2002-2005, Center for Entrepreneurial Organizations, West Lafayette, Indiana

- ◆ Contracted to recruit/direct a cadre of volunteers to conduct the *Taste of Tippecanoe*. Acting as event manager, increased vendor participation by 30 percent and community support by 50 percent; produced highest revenue grossing *Taste*.
- ◆ Contracted to conducted three business plan competitions for Gigot Center for Entrepreneurial Studies, University of Notre Dame, South Bend Indiana, ensuring highest community participation in history of competitions.
- ◆ Executed entrepreneurial training for nonprofits to help organizations strengthen social impact and diversify revenue.
- ◆ Designed and conducted a 2 ½ day Nonprofit Social Enterprise Summit at the Entrepreneurship Center at Purdue University for 100 nonprofit administrators with three track structured workshops and master classes.

ADDITIONAL PROFESSIONAL EXPERIENCE

Regional Community Relations Manager—1990-1996, USDA Forest Service, Portland, Oregon

Communications Services Director—1987-1990, Portland Environmental Services Bureau, Portland, Oregon

Director of Public Relations—1996-2002, Volunteers of America, Portland, Oregon

EDUCATION

Masters of Public Administration, 2006, Bernard M. Baruch College N.Y., - School of Public Affairs, CUNY,
National Urban Fellow

Artium Baccalaureatus (A.B.) Degree, 1975, Dartmouth College, Hanover, N.H. - College of Arts and Sciences
English Major

Middlebury College, Middlebury Vermont, 1971-1973 – Transferred to Dartmouth College.

SELECTED ADDITIONAL TRAINING

Ombudsman Advance Training, 2013,,2016, ESGR, U.S. Department of Defense, ESGR

Professional Recruiter, 2012 ,Institute of Professional Recruiting

General Civil Mediator, 2012, New Decision Management Associates, Inc.

Social Marketing, 2012, Johns Hopkins, Mid Atlantic Public Health Training Center

Leadership Maryland, 2010 Alumnae

Grant Writer certification 2004, The Grantsmanship Center, West Lafayette, Indiana

Portland Leadership Fellow 2000, Alumni, Portland State Institute of Management, & W.F. Kellogg Foundation