

KATIE COLLINS-IHRKE

NON-PROFIT PROFESSIONAL

- A driven and professional individual with a passion for making a difference. Highly skilled at obtaining funding for programs and supervising implementation of initiatives.
- Uses excellent written and verbal communication skills to provide advice, create program awareness and request funding. An authentic leader with vast knowledge and experience in implementation of best practice. Expertly implements change and is well versed in project management.
- Finds innovative solutions to complex problems.

AREAS OF EXPERTISE

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| ▪ Awareness Campaigns | ▪ Grant Development | ▪ Relationship Management |
| ▪ Program Management | ▪ Curriculum Development | ▪ Change Implementation |
| ▪ Planning & Coordination | ▪ Best Practice Implementation | ▪ Problem Solving |
| ▪ Budget Management | ▪ Leadership & Supervision | ▪ Request for Funding |
| ▪ Grant Administration | | |

GRANTS & FUNDRAISING EXPERIENCE

- Compiled and obtained more than \$130,000 in grant funds. (The Arc Central Chesapeake)
- Increased awareness around disability issues and improved presence on social media outlets resulting in higher information exchange and resource referral.
- Successfully obtained over \$160,000 in grant funds. (The Arc Maryland)
- Managed electronic communication for The Arc, ensuring publication of information on the website, social media platforms and forums such as Constant Contact.
- Completed Autism Waiver recertification and Plan of Care for Autism Waiver recipients. (The Arc - Prince George's)
- Implemented a volunteer internship program that brought in several opportunities for community members and students. Supervised and evaluated more than 15 interns. (The Arc - Prince George's)

PROGRAM DEVELOPMENT AND TRAINING EXPERIENCE

- Developed several programs aimed at increasing self-direction opportunities for veterans and people with developmental and/or intellectual disabilities (Accessible Resources for Independence)
- Developed and trained curriculums at Prince George's County Community College, educating support staff on Communication Skills, Aging and Fundamental Rights.
- Developed internship program and orientation process for incoming interns. Recruited, interviewed and hired interns.
- Assisted the Ready@21 Transitioning Youth Program Administrators in developing a curriculum and providing guidance on self-advocacy issues and best practices in the field.
- Trained new employees on fire safety, Health Insurance Portability and Accountability Act (HIPAA).
- Developed new curriculum for new employee safety orientation course. (The Arc - Prince George's County)

BEST PRACTICE EXPERIENCE

- Provided guidance on best practice to self-advocacy group facilitators and collaborated on contemporary issues in the self-advocacy movement.
- Attended stakeholder meetings; provided advice on creating and implementing policies and procedures.
- Provided guidance on self-advocacy issues and best practice advice to the Ready@21 Transitioning Youth Program Administrators.
- Reinvigorated a self-advocacy group in Howard County and supported the group in reestablishing themselves as an advocacy group.
- Assisted self-advocacy group with development and implementation of bylaws.

WORK HISTORY

Accessible Resources for Independence, Inc., Glen Burnie, MD, Executive Director, 2014-present
The Arc, Central Chesapeake Region, Annapolis, MD, Development Associate, 2012 - 2014
The Arc, Maryland, Annapolis, MD, Government Relations and Advocacy Manager, 2010-2012
The Arc, Prince George's County, Largo, MD, Program Administrator, 2008 - 2010
Self-employed, Consultant - Disability Issues, 2008 - 2012
Self-employed, Bowling Green, OH, Independent provider of Medicaid Waiver Services, 2007 - 2008
Planned Parenthood Affiliates of Michigan, Lansing, MI, Community Organizer, 2006

EDUCATION AND TRAINING

University of Maryland University College, Adelphi, MD
Master of Business Administration Degree

University of Maryland University College, Adelphi, MD
Master of Science Degree (Management) with specialization in Non-Profit and Association Management

Saginaw Valley State University, University Center, MI
Bachelor of Arts (Psychology)