

Anne Brinker

PROFESSIONAL EXPERIENCE:

Community Action Council of Howard County, Columbia MD

June 2014-Present

Performed Two Roles: Vice President and Director of Operations

- Spearheaded Community Action Council's (CAC) Community Needs Assessment and strategic planning process, which included extensive engagement of clients, partner agencies, stakeholders, and CAC board
- Secured over \$3 million dollars in funding for organization through grant writing and donor engagement
- Supervised the daily operations of the Howard County Food Bank and 13 Community Pantry Programs, Housing Assistance Program, Energy Assistance Programs, Family Service Worker Unit, and Green Summer Youth Employment Program, supported by more than 40 different grant and contract funding sources
- Performed as Project Manager overseeing the renovation of the new Howard County Food Bank facility, which is innovative in its form and function and almost tripled the size of the previous facility
- Performed the role of lead staff liaison to the CAC Board's Program and Planning Committee, the body that oversees program performance and compliance for the organization
- Engaged community and stakeholders in partnerships and collaborations through presentations on poverty in the community and CAC's work as the designated anti-poverty agency for the county
- Served as a member of a three person senior staff, overseeing organizational capacity building and organization-wide initiatives

Columbia Association, Columbia MD

November 2012-June 2014

Director of Strategic Organizational Planning

- Spearheaded the development of the strategic plan for the Columbia Association (CA), a \$63M non-profit organization. This process included extensive community engagement of the CA Board, community stakeholders, and CA team members
- Steered the organization's process for fulfilling the CA president's goals, to include facilitating a multitude of interdisciplinary groups of division and bureau chiefs, developing a mechanism for tracking progress toward goals, monitoring progress, and updating president
- Guided divisions through long-range planning exercises and established strategies to achieve long-term goals
- Developed an online Budget Planning Element to complement the Fiscal Year 2015 budget that incorporated interactive and innovative illustrative tools to communicate organization's goals and strategies to community stakeholders, and advance CA's commitment to transparency
- Served as Director of the Innovations Center of Excellence, a group charged with pursuing innovative solutions for organization and community challenges
- Co-developed and championed the CA Idea Development Program

Kings Contrivance Community Association, Columbia MD

December 2006-November 2012

Village Manager

- Planned, developed, implemented, and managed all operations, programs and activities of the community association, including recreational, educational, and community services and programs for population of 11,000 residents
- Coordinated all aspects of facility management for two facilities and acted as first response for building related emergencies
- Supervised eleven employees, performing all human resources functions for the organization
- Developed, implemented, and managed annual budgets of approximately \$290,000
- Advocated for residents and served as a liaison between board of directors, community groups and local, county, and state government agencies
- Developed a partnership with the other Village Managers to leverage limited resources for greater impact, co-sponsor inter-village activities and programs, and foster a Columbia-wide camaraderie
- Edited bi-monthly newsletter and encouraged good public relations to increase the awareness of community activities and programs

Opportunity Center for the Homeless, El Paso TX

August 2003-April 2006

Performed Four Roles: Director of Education, Director of Social Services, Grants Manager, and Paralegal

- Managed state-funded education grant from Texas Education Agency and coordinated adult education classes
- Ensured self and staff met and maintained required development training hours
- Met or exceeded all performance and compliance goals dictated by the education grant
- Managed and monitored 12 HUD grants to include grants for a legal clinic, psychiatric clinic, single room occupancy dwellings, Homeless Management Information System, city-wide transportation program, youth aging out of foster care, and supportive services program composed of social workers specialized in veteran, housing, employment, education, and general social work
- Developed reporting mechanisms for each grant and audited programs monthly to assure compliance standards were met

- Assisted in training and integration of automated client management system
- Hired new employees, advised project supervisors on personnel issues within their grant, conducted ongoing training for employees, and facilitated weekly and monthly meetings based on need, for each grant
- Monitored monthly budgets and assisted bookkeeper with payroll
- Advocated for low income and homeless clients in community and through participation on multiple city committees
- Developed new programs based on assessed needs of low income and homeless population entering day resource center and emergency shelter
- Counseled clients on available services, developed self-sufficiency plans with clients, referred clients to programs, and followed up with clients and program staff to ensure compliance with self-sufficiency plans
- Worked with “hard-to-serve” clientele and led appeal panel for all suspended and barred clients in order to redirect behavior and allow re-entry to shelter
- Coordinated services between community agencies to maximize community resources and household self-sufficiency outcomes
- Assisted mentally and physically ill homeless individuals with applications for Supplemental Security Income and Social Security Disability Insurance claims
- Networked with outside agencies to research clients’ histories and develop treatment plans
- Represented clients in benefit hearings before Administrative Law Judges--won every case taken
- Represented clients in administrative hearings before the El Paso Housing Authority

EDUCATION:

- University of Notre Dame, Notre Dame, IN, Bachelor of Arts in Psychology and Anthropology
- Harvard Kennedy School, Cambridge, MA, Executive Certificate, Creating Collaborative Solutions: Innovations in Governance

BOARD MEMBERSHIP, VOLUNTEERING AND PROFESSIONAL ASSOCIATIONS:

Leadership Howard County, Columbia, MD

July 2014-Present

Board of Directors Member

- Member of Executive Committee (Board Secretary), 2017 to present
- Co-Chair of Leadership U, 2015 to present: a program for rising high school juniors from across the county that develops leadership skills, fosters community engagement, and promotes civic responsibility

Leadership Howard County Premier Program (Class of 2014)

- Graduated from Leadership Howard County’s Premier Class of 2014
 - Appointed to be class representative to the Leadership Howard County Board of Directors
 - Nominated to serve as Class Representative post-graduation. Led class of 50 to win annual Leadership Howard County Best Class Ever award in 2015 and 2016

TECHNICAL AND INTERPERSONAL SKILLS:

- *Computer:* Microsoft Office Suite, Google Docs Office Suite, WordPerfect, QuickBooks, CAP60, ServicePoint, Amicus
- *Interpersonal:* Strong communication skills; experience as a change agent driving organizations successfully forward through mission, culture, and operational changes; proficient supervisor and coach, able to advance teams from culture of accommodation to accountability and people from managers to leaders; experience in research and teaching; experience counseling at risk populations including severely mentally ill; ability to bring diverse groups together to collaborate and meet a common goal