

Cynthia Marie Parr

Executive Director, NonProfit Agency/Administration/Communications Marketing/Consultant/Project Manager

*Administration/ Fiscal Planning/Program Management/
Marketing/Public Relations/Strategic Planning/Partnership Development /Business Negotiations*

PROFESSIONAL EXPERIENCE

The Arc of Howard County

Ellicott City, Maryland July, 2015 - Present

Executive Director – Responsible for the overall operations of this \$15 million 501c3 disabilities provider and ensuring some 270 individuals with developmental disabilities receive a variety of program offerings including: day habilitation, supported employment, residential, personal supports and respite services. Serves on numerous boards and committees and is an active liaison with state, local and allied agencies to ensure people with disabilities achieve full community life.

Human Services Programs of Carroll County, Inc. Westminster, Maryland August, 2011 – July, 2015

Executive Director - Oversaw the day to day operation of this \$4 million 501c3 organization and its 84 employees. Specific duties included: implementation of policies approved by the 15 member Board of Directors, formulating procedures, overseeing all aspects of administration, supervision and management of HSP's resources, programs, personnel and properties. Managed efforts associated with the development of funding and refunding proposals; the development of new programs in accordance with HSP's mission statement; liaison with funding sources, governmental entities and the media. Provided fiscal oversight and planning for 21 programs and 20 plus funding sources, advise and consult with the Board of Directors.

Carroll County Government

Westminster, Maryland 2006-2011

Director, Administrative Services – Provided oversight of key government agencies including Public Safety, Human Resources, Technology Services, Management Analysis, Government Channel 24 and the Carroll County Regional Airport. I am also the Public Information Officer for Carroll County Government. Chaired the Carroll County Cable Regulatory Commission and served as the empowered representative for the Baltimore Regional Transportation Board. Maintained the same level of communication responsibilities for executive level projects associated with the Deputy Chief of Staff position.

Deputy Chief of Staff – Served in critical administrative role for (3) Carroll County Commissioners with oversight of key government agencies including Public Safety, Public Information, Department of Parks/Recreation, Management Analysis, Government Channel 24 and Carroll County Regional Airport. Served as a critical liaison for the Carroll County Cable Regulatory Commission and the Baltimore Regional Transportation Board. Responsible for research & analysis of key community issues; recommending policy development; forging collaboration across competing constituencies; and managing multiple high profile and complex projects . Strong communication competencies demonstrated in public settings; and across high level leadership positions.

Carroll County Government**Westminster, Maryland 2002-2006**

Special Assistant – Special appointment to Commissioner Perry Jones as an elected official. Served as lead communications strategist for developing key platform ideas. Responsibilities included communications and public speaking to leverage agenda and policies across critical constituency groups. Managed multiple, complex county projects and played a significant interface role with targeted government leaders and department heads. Established and developed the local government channel (Channel 24).

Communications Consultant**Finksburg, Maryland****1999-2002**

Communications Consultant – Provided a myriad of communications, writing, editing, training and strategic support for targeted organizations such as Carroll Community College and APCG-Washington, D.C. (military). Instrumental in developing the prototype for the College's small business training platform and in developing the website copy for APCG that is used today as the military's informational site for defense capital funds.

Carroll County Economic Development**Westminster, Maryland****1997-1999**

Marketing Manager - Responsible for developing communications strategy and marketing plan for Economic Development's goals to secure incremental business and revenue for Carroll County. Development of marketing plan, financial incentives, and an umbrella of marketing communications materials (video, brochures, website).

Carroll County Government**Westminster, Maryland****1995-1997**

Communications Manager – Served in communications support role for Board of County Commissioners with specific focus on speech writing, press release development, and editing of public information reports. Strong interface with local and state media venues.

Baltimore Sunpapers (Carroll County Division)**Westminster, Maryland****1989-1995**

Beat Reporter – Served as a beat reporter featuring business, political and key community events in and around Carroll County.

Freelance Writer**Westminster, Maryland****1980-1989**

Freelance Writer – Responsible for a diversity of technical writing and research contractual activities with clients such as Martin Marietta, Westinghouse and Envirodyne Engineering. .

Technical Writer – Various positions requiring technical writing, research, copy editing and television production work including Martin Marietta (Vertical Launch System), TV station WHAG-TV 25 (Hagerstown), and Kidde Systems (fire/security information)

AWARDS

2008 Telly Silver Award “MTBE” Video Scriptwriting

2009 Vollie Award “What’s Cookin’ in Carroll County” Video

EDUCATION & PROFESSIONAL DEVELOPMENT

B.S., Mass Communications

Towson State University, Towson, Maryland 21204

Graduate Studies, Mass Communications (18 credits)

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