

# KATIE COLLINS-IHRKE

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

## STRATEGIC PLANNING

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- Developed strategic framework for the “End the Wait NOW!” Campaign for the 2012 legislative session.
- Provided structure, data collecting procedures, and logic models to improve key program outcomes.
- Built coalitions with likeminded partners to garner positive change with limited resources.
- Implemented a 3-year strategic action plan with the support of a non-profit Board of Directors.

## FINANCIAL MANAGEMENT

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- Managed an annual budget of \$350,000 increasing revenues by nearly 20% each calendar year.
- Successfully obtained and administered grant funding to the tune of \$500,000 in the last 7-year period.
- Worked with an active finance committee and outside accounting consultant to develop and administer budgets that account for growth and meet organizational goals.

## NON-PROFIT BEST PRACTICE EXPERIENCE

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- Developed policies and procedures as well as bylaws with a Board of Directors that met Maryland Nonprofit’s Standards of Excellence qualifications for personnel, finances, and conflict of interest.
- Assisted in the completion of the Standards of Excellence and the Better Business Bureau Charity Seal Program which ensures organizational accountability and transparency.
- Supported an active Board of Directors through effective recruitment and retention. Assisted the Board in their role of organizational oversight and direction.

## HUMAN RESOURCES MANAGEMENT

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- Supervised the activities of a team of 7 staff members and provided mentoring, leadership, and professional development opportunities.
- Recruited and managed community volunteers.
- Championed the implementation of new policies and procedures for personnel.

## COMMUNICATION AND OUTREACH

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- Presented to community groups on pertinent issues ensuring content of complicated and often complex issues were simplified and easily understandable.

- Managed communications including social media, e-newsletters, and website ensuring timely and accurate publication of information.
- Arranged fundraising and outreach events to draw in support and raise funds.

## ADVOCACY

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- Worked with several coalitions during the 2010 Gubernatorial Campaign in Michigan to elect officials sympathetic to the organization's core values and promoted ballot initiatives.
- Attended stakeholder and legislator meetings; provided advice on creating and implementing policies as well as educated legislators on the impact of pieces of proposed legislation.
- Organized advocacy events in the community that activated the grassroots and called attention to issues impacting consumers.
- Provided testimony to Maryland General Assembly members on issues pertinent to the chosen public policy platform.

## WORK HISTORY

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Accessible Resources for Independence, Glen Burnie, MD, Executive Director, 2014-Current

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

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University of Maryland University College, Adelphi, MD

Master of Business Administration

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)