

Amma Felix

EXPERIENCE

2017 –
Present

COLLEGIATE DIRECTIONS, INC. (CDI), BETHESDA, MD

President. Leads CDI's mission to close the educational opportunity gap for first-generation, low-income high school students by: providing academic & wrap-around support services to ensure that Scholars achieve college graduation & smooth transition into careers (CDI: 97% college completion rate vs. 11% national average); & providing consulting services to high schools to support staff efforts to advise students on finding their best-fit college. Scaled the org. to include deeper mental health and career mentoring services for Scholars. Raises a \$2M annual budget to support 270 Scholars & 15-person staff. Works with 18-member Board of Directors to set strategy & refine organizational priorities. Sets the vision, leads the operations to execute against goals & positions CDI as a thought leader in the field of college access and completion. In 2018, increased special event gross revenue by 48% and net revenue by 57% from the prior year. Negotiated & secured a lease extension for and additional 1900SF for growth. Developed & executed three-year strategic priorities, annual performance evaluation process & annual operation work plans to drive achievement against goals.

2012 – 2017

UNITED NEGRO COLLEGE FUND (UNCF), WASHINGTON, DC

Vice President, Strategy & Secretary of the Corporation (2014-2017). Led the development & implementation of UNCF's short- & long-term strategic priorities, business plans & change management processes. Led the development, training & execution of the business planning process for UNCF's 25 fundraising offices. Provided strategic leadership for the program start-up phase of a \$50M career pathways capacity building grant for 87 eligible HBCUs—developed a seven year business plan, application scoring rubric & expense tracking system. Provided oversight of the \$1.2M accreditation & institutional capacity support services for the network—supervised staff & consultants as well as supported proposal development & program execution. Supported the COO in the oversight of the Finance and Accounting; Government Affairs and Public Policy; General Counsel; Scholarships and Programs; Development; the Research and Capacity Building Divisions. Drove key governance initiatives, across all eight committees, as directed by the Board Chair.

Chief of Staff & Secretary of the Corporation. Served as a trusted adviser to the President & CEO of a 180-person staff in 25 area offices & a \$179M consolidated annual operating budget. Led the integration work of the executive leadership team. Provided business analytics & strategic planning consultation to the President on major organizational initiatives. Developed & tracked annual operational workplans including metrics for performance. Managed cross-functional teams. Worked with 37 college presidents on major initiatives including federal higher education policy. Supported the Board's Strategy & Executive Committees. Elected Secretary of the Corporation, served as an officer of the 43-member UNCF Board of Directors.

2009 – 2013

CITY UNIVERSITY OF NEW YORK, NEW YORK, NY

Adjunct Lecturer, Baruch College School of Public Affairs. Teach courses for graduate students, with 15+ years of work experience, pursuing an MPA degree. *Public & Nonprofit Management I* Fall 2011: Organization Structure, Human Relations, Leadership, Teams, Politics, Negotiation & Organizational Culture. *Public & Nonprofit Management II* Spring 2009, Fall 2009, Spring 2010, Spring 2012 & Spring 2013: Public Sector Operating Environment, Governance, Operational Leadership & Management, Human Capital Development, Financial Management, Social Entrepreneurship, Performance Management, Information Management, Fundraising, Organizational Planning & Development, Public Policy & Advocacy, Partnerships & Mergers, and Marketing & Media Relations.

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2006 – 2010

ABYSSINIAN DEVELOPMENT CORPORATION (ADC), NEW YORK, NY

Vice President, Strategy Management. Led the integration of strategy into core internal business processes for a 100-person staff and a \$9.4M operating budget. Wrote the strategic, operational & business plans. Conducted market research & business analytics to support evidence-based program planning efforts for new initiatives. Led the outcome measurement work, including the development & delivery of staff training. Managed cross-functional teams & led organizational development efforts to advance ADC's strategic priorities. Conducted quarterly business reviews with the executive team to monitor workplan progress & prepared dashboard indicators for the Board of Directors. Supported the Nominating & Board Development committee with self-assessments, recruitment and strategic planning. Wrote foundation & government grants, yielding \$2.5M. Supervised & coached staff. Managed community organizing & housing policy advocacy work. *ADC's work—affordable housing development, workforce development, Head Start, sponsor to/founder of K-5 & 6-12 traditional public schools, afterschool programs, homeless shelter, senior housing & services. A multi-site agency.*

2001 – 2006

LOCAL INITIATIVES SUPPORT CORPORATION (LISC), NEW YORK, NY

Director, Capacity Building. Provided strategic leadership as part of the New York City program office management team with a 20-person staff & \$4M operating budget. Coordinated with National LISC on the achievement of programmatic goals and operational issues in the area of affordable housing and community development. Managed a \$1.1M capacity building initiative. Directed the development, delivery and evaluation of training programs in board development, financial & human resource management for over 40 community development groups. Managed master consultant contracts for technical assistance delivery— negotiated terms & tracked work progress. Developed & maintained a grantmaking budget in coordination with the Finance Director. Wrote fundraising proposals establishing case for continued support & progress toward objectives, yielding \$2.2M. Managed LISC NYC's government grants as well as strategic and business planning initiatives. Served on a \$2M annual citywide community development operating support collaborative.

EDUCATION

Syracuse University, Maxwell School of Citizenship & Public Affairs, Syracuse, NY
Master of Public Administration

Cornell University, Graduate School of Arts & Sciences, Ithaca, NY
Master of Professional Studies

Syracuse University, College of Arts & Sciences, Syracuse, NY
Bachelor of Arts

AFFILIATIONS

Advisory Board Member, Syracuse University Maxwell School of Citizenship and Public Affairs - 2020-2024

- Provide counsel to the Dean on board matters of policy and planning within the School.

Selection Committee, Excellence in Chief Executive Leadership (EXCEL) Award - 2018-2020

- Review, interview & select candidates for the honor given by the Center for Nonprofit Advancement which recognizes and spotlights outstanding nonprofit chief executives in MD, DC & VA.

Review Committee, Howard County Community Service Partnership (CSP) Program - 2019

- Review & recommend grantees for the Howard County (MD) Department of Community Resources and Services' annual \$8M operating support & one-time grant process in 2019.
- Member redesign team in 2020 to conduct a strategic planning effort to revamp the grant-making process for 2021.