

Vanita Leatherwood

PROFESSIONAL EXPERIENCE

Executive Director

2020 to Present HopeWorks of Howard County

Facilitate strategic planning, growth and change processes. Develop and direct broad initiatives to facilitate the achievement of the agency's mission, vision and goals. Channel communications between Board and staff.

Build depth in the organization by delegating tasks and providing growth opportunities to staff members in leadership positions. Oversight of general operations; staff support and development initiatives. Responsible for overseeing hiring, training, supervising, evaluating, disciplining and termination of staff.

Direct overall fiscal management of the agency including preparation and administration of the annual budget, oversight and coordination of funding and grant proposals.

Direct the advancement of agency-wide racial equity and social justice initiatives through the development of the agency's Organizational Equity and Inclusion Project, policies and practices.

Serve as chief liaison to other organizations, constituent groups and media. Partner and collaborate with public and private agencies. Direct strategic plans for development efforts, communications, and prevention education programming.

Lead the advancement of the agency's Organizational Self-care Project to integrate comprehensive self-care strategies into our organizational policies, practices, and plans

Deputy Director

2019 to 2020 HopeWorks of Howard County

Develop and direct broad initiatives within HopeWorks to facilitate the achievement of the agency's mission, vision and goals.

Lead the advancement of agency wide racial equity and social justice initiatives through the development and management of the agency's Organizational Equity and Inclusion Project, policies and practices.

Oversight of general operations; staff support and development initiatives.

Direct the daily administration of the Community Engagement Department, including strategic planning, brand management, communications, prevention education, outreach projects, volunteer management and wellness programs. Staff evaluation and supervision.

Leverage programmatic partnerships that advance the mission of HopeWorks. Build and maintain relationships with local and state partners including the school system, social service agencies, faith communities, law enforcement and civic organizations.

Management of grant procedures; reporting, proposal preparation, research.

Director of Community Engagement
2011 to 2018 HopeWorks of Howard County

Direct the daily administration of the Community Engagement Department, including education and training programs, wellness programs, outreach and awareness projects, communications, and the volunteer program. Supervise staff and volunteers. Manage, brand and evaluate programs.

Build and maintain relationships with local and state partners including the school system, social service agencies, faith communities and civic organizations.

Management of grant procedures; reporting, proposal preparation, research.

Build cross-departmental participation in community engagement goals, overseeing departmental liaisons for special events, volunteer coordination and participation in exhibits and fairs.

Management of communications efforts. Write, edit and design newsletters, brochures, press releases, arts magazine, advertisements, and electronic platforms.

Curriculum development and delivery of community education and wellness program curriculums. Conduct trainings for professionals, and educational workshops and seminars for the general public. Train agency's volunteers and graduate-level interns.

Director of Communications
2007 to 2010 NAMI Howard County (National Alliance on Mental Illness)

Communications Oversight: Write, edit and design annual report, quarterly newsletters, brochures, press releases and advertisements. Create and manage content and design for all online and electronic materials including the website, webzine, e-surveys and monthly e-news.

Development of educational programs: supervising project leaders, and volunteers, training, evaluation, facilitating forums and responding to membership and community inquiries.

Management of grant procedures: Write proposals and grant reports. Research funding opportunities, plan and execute special events. Participate in the coordination of *NAMI Walks for the Mind of America*.

Conduct awareness and training programs for service providers, health agencies, faith communities, students and school administrators. Build and maintain relationships with local partners.

Provide crisis counseling, support, referrals and resource information to Help-line callers.

Director of Program Management
2002 to 2007 Metropolitan Center for Assault Prevention

Direct the daily administration of child abuse and violence prevention programs in the Washington DC metropolitan area. Develop, evaluate and market programs. Participate in the development of annual and long-term goals and in the administration of the program budgets.

Train and supervise staff of seven program managers and 45 workshop facilitators.

Develop and deliver educational programs including art-based workshops, parent

education seminars, and life-management skills workshops for adults and teens.

Conduct presentations, seminars, and workshops in schools, shelters, group homes and community centers.

Write, edit and design the annual report, brochures, and website content. Produce workshop curriculum, training and seminar materials.

Write proposals and grant reports. Assist in the planning of fundraising activities.

Serve as the primary liaison with school administration, faculty, parents, community leaders, police, child protection agencies, and other social welfare organizations.

Program Manager

2001 to 2002 Metropolitan Center for Assault Prevention

Recruit schools for violence prevention programs. Manage program logistics, delivery and evaluation for 15 sites. Conduct presentations, seminars, and dramatic arts workshops.

Assist with proposal writing and grant reports. Participate in fundraising activities.

Supervise 25 workshop facilitators and program assistant.

Contribute in the development of curriculum and oversee the implementation of national program standards.

Workshop Facilitator

1999 to 2001 Metropolitan Center for Assault Prevention

Conduct dramatic arts workshops on safety and empowerment to students. Compile documentation and confer with school officials regarding reports to child protective agencies.

EDUCATION

Authorized Facilitator Stewards of Children Child Sexual Abuse Prevention Workshop

Graduate Leadership Howard County, Premier Class of 2013

Certificate Mental Health First Aid

M.A. Transformative Language Arts/Community Psychology, Goddard College

Graduate Poetry-Bibliotherapist, Wordsworth Center Poetry Therapy Training Institute

Graduate Laubach Literacy ESL Tutoring Certification, Literacy Council

B.S. Mass Communications/Sociology, Towson University

VOLUNTEER WORK & MEMBERSHIPS

Board	Transformative Language Arts Network
Member	National Association of Poetry Therapist
Mentor	Howard County Public Schools Gifted and Talented Intern/Mentor Program
Board	NAMI Howard County Former Chair, Diversity and Inclusion Committee
Tutor	Literacy Tutor The Literacy Council of Montgomery County MD