

# Anna T. Katz

## Summary

Administrative professional with 25+ years’ experience in non-profit operations, grant writing, fundraising, program management, budgeting, and community outreach. Dynamic manager who is always willing to step up when something needs to get done.

## Professional Experience

*Grassroots Crisis Intervention Center*                      *Columbia, MD*                      *1994 - present*

**Operations Manager**

- Serve as main grant writer for agency operations including federal, state, local, and private grant applications that have yielded over \$6 million in support annually.
- Create program and agency budget for \$10 million human service agency serving Howard County and Central Maryland.
- Prepare fiscal year end and quarterly reports for all grants including local, state, and federal grants, United Way, and private foundations.
- Oversee day-to-day operations for 24/7 facility that serves over 100 staff and 50 residents.
- Created and administered custom, flexible Donor Database program that has allowed agency to gather contact and giving history information on 3,000+ Grassroots donors for the past 25 years.
- Manage \$200,000 agency insurance portfolio including commercial and general, professional, Directors and Officers, Workers Compensation, and health insurance.
- Participate in outreaches, tours, and interviews that provide information about agency services to the Howard County Community including companies, organizations, and the faith community.

*Grassroots Crisis Intervention Center*                      *Columbia, MD*                      *2003 - 2018*

**Administrative Coordinator, Cold Weather Shelter**

- Recruited 17 congregations to annually host Cold Weather Shelter program in partnership with Grassroots and Howard County Government.
- Coordinated all aspects of \$50,000 shelter program that serves 80-100 homeless men, women, and families from November to March for six years.
- Hired, trained, scheduled, and supervise 15-20 staff for 7 day/week program.
- Created all administrative materials including manuals, forms, and correspondence.
- Maintained relationship with congregation coordinators and provide recruitment, orientation, and training for congregation volunteers.
- Created mechanism for evaluating effectiveness and improving program by gathering statistics, client evaluations of program, and anecdotal success stories.

*American University*                      *Washington, DC*                      *1991 - 1993*

## **Budget Administrator**

- Prepared financial analysis and presented conclusions and recommendations to senior management.
- Utilized accounting/purchasing system to monitor departmental expenditures.
- Consulted department heads on cost cutting procedures.
- Designed, implemented, and administered Paradox database for use in data searches for relevant personnel demographic information.

## **Education**

*American University*

*Washington, DC*

*1988 - 1993*

- M.B.A., Management
- B.S.B.A., Business Administration, *cum laude*

## **Computer**

Microsoft Office Suite, Access, Adobe Acrobat Professional

## **Community Service**

Boy Scouts of America Baltimore Area Council – District Chair  
Scouts BSA Troop 944 Committee Chair