

# JANE SMITH, MPA

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## DEDICATED COMMUNITY LEADER AND ADULT EDUCATOR

Extensive experience in community based nonprofit management. Committed to building engaged communities around common goals through dialog, education, and partnerships. Hold MPA with a specialization in Nonprofit Management and Leadership; pursuing a DBA with a specialization in Social Impact Management.

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## EXPERIENCE

### Associate Director

Community of Hope | St. Cloud, MN

Dec 2016 - Present

Community of Hope provides housing, adult education, and support services to low-income community members.

#### *Program Development, Evaluation, and Management*

- Doubled community participation in adult education Small Business Entrepreneurship Program from 40 to 80 participants within 12 months by implementing findings from program evaluation
- Expanded volunteer participation in tutoring, administrative support, and facility maintenance from 520 to 1200 hours within two years through community outreach

#### *Technology and Fund Raising*

- Initiated webinars and enhanced design of website to illustrate program success and connect with potential funders resulting in an increase in grant funding from \$280,000 to \$510,000
- Increased individual donations by 40% within three years through use of social media and PayPal

### Program Coordinator

Sister to Sister | St. Paul, MN

Jul 2010 - Nov 2016

Sister to Sister provides housing, education, and family support services to approximately 18 young single mothers.

#### *Education Programs*

- Expanded educational programs to include career exploration workshops, college readiness skills, and internship opportunities resulting in an increase in participants pursuing and completing post-secondary education
- Collaborated with local businesses to develop a mentorship program focused on providing career and professional development guidance which contributed to participant knowledge of career options

#### *Housing and Child Care*

- Applied for and received \$50,000 in grant funding to increase the availability of onsite housing and child care
- Enriched quality of child development activities through development of a comprehensive training program for parent volunteers

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## PROFESSIONAL AFFILIATIONS

### Member

Alliance for Nonprofit Management

2010 - Present

Board Member 2014 - 2016

### Member

Association for Volunteer Administration

2010 - Present

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## EDUCATION

### DBA, Specialization in Social Impact Management

Walden University | Minneapolis, MN

Aug 2021

### MPA, Specialization in Nonprofit Management and Leadership

Walden University | Minneapolis, MN

2012

### BS in Psychology

Walden University | Minneapolis, MN

2005