LORRI D. JENKINS

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PROFESSIONAL SUMMARY AND PROFILE

Experienced Business Professional with 16 years of progressive experience creating, developing and managing educational programs and projects. Ardent and committed educator with exceptional teaching, communication, problem-solving and analytical skills. Organized, strategic thinker focused on establishing quality programs that enhance learning and improve academic and professional opportunities for young adults.

- Excellent understanding of the barriers to success impacting under-served youth and communities; demonstrated commitment to working with and expanding learning and job opportunities for young adults
- Considerable knowledge of traditional and non-traditional learning environments, strategies and best practices; excellent understanding of the needs of diverse learners; relevant teaching experience in face-to-face and online settings
- Experience utilizing and shaping performance data systems to monitor and evaluate student outcomes, assess resource needs and ensure compliance and fidelity
- Substantial relationship and partnership building experience with school districts, community-based organizations, corporate and government entities, non-profit organizations and universities
- Expertise in program design, management, implementation and evaluation; practical experience managing complex programs and bringing them to scale; strong curriculum, workshop and conference programming experience
- Adept at assessing current operations and formulating actionable plans that enhance functionality; experienced in establishing infrastructure particularly adding systems, policies and procedures
- Excellent interpersonal (verbal/written), communication and presentation skills; demonstrated ability to understand and represent diverse viewpoints
- Visionary and experienced leader with strong development and influencing traits; demonstrated ability to manage and motivate volunteers and paid staff
- Significant experience in business planning and improvement, including operations and resource management; excellent understanding of sales, marketing and website development strategies

PROFESSIONAL EXPERIENCE

Illinois Violence Prevention Authority (IVPA) 2011- Present

Program Director, Governor's Neighborhood Recovery Initiative (NRI)

NRI is a $33.5M state funded violence prevention initiative that supports youth and community development through four key components: school-based counseling, reentry case management, youth employment and parent mentoring. Responsibilities entail developing policies and implementation strategies, as well as providing oversight for program operations and elements including: technical assistance and training; model implementation; data collection and evaluation; reporting; and maintaining quality assurance and compliance for 155 grantees. Duties also include supervising the work of an effective and collaborative team comprised of internal staff, consultants and providers; and providing strategic leadership and direction to agencies on fiscal and operations management.

- Work closely with steering committees, government agencies and private partners to shape programmatic vision and goals
- Resolve sensitive issues related to funding and grantee relations
- Represent the agency in various public and private forums

Adjunct English Professor Present and 2007 - 2010

Governors State University

Support departmental and university goals by providing quality instruction in writing and literature to graduate and undergraduate students. Experience includes teaching diverse student populations in online and traditional classroom settings.

- Integrate critical thinking and analysis as key elements of coursework and discussion
- Utilize student experience and diversity as tools to promote collaboration, cultural understanding and participation
- Enhance learning effectiveness by creating connection and value between classroom learning and daily activities

National Black MBA Association (NBMBAA) 2009 - 2011
National Program Manager - Youth Programs
NBMBAA is a national non-profit organization dedicated to increasing access to corporate opportunities and providing professional development to African American business professionals. Responsibilities included providing leadership and direction to a team of 60 mentor volunteers in the advancement and expansion of a multi-initiative youth program serving high school students in 44 domestic and international chapter programs. Program offered leadership training, personal development, academic support and scholarships to under-represented students.

- Built program infrastructure and realigned programming with learning objectives and curriculum
- Established key partnerships that enhanced program effectiveness and college readiness
- Developed support team, designed program and selected speakers for annual conferences and events

National Black MBA Association (NBMBAA) 2007 - 2011
National Program Manager - Career Services
Responsible for management of career improvement programs, which included planning, designing and implementing strategies for delivering custom leadership and professional development courses. Staffed and trained career center staff that provided services for 12,000 attendees during annual conference.

- Developed marketing and revenue models that expanded impact, supported operations and minimized costs
- Created successful center operations model that enhanced conference value, raised visibility, increased participation and secured long term sponsorship
- Evaluated program effectiveness and conceived new strategies for improvement

National Black MBA Association (NBMBAA)
Special Project – Corporate Partner Development Department Restructure
Selected by the CEO to assist with restructuring the sales/fundraising department. Team was charged with developing an effective sales model that created alignment between the organization's funding needs and sponsorship opportunities, improved the agency's image and relationships within the funding community; and met sales goals for the year.

- Secured over $600K in funding from sponsors within quarter; prepared sponsorship packages and proposals for target funders
- Provided leadership on creation of sales collateral and communications strategy
- Represented the organization in sponsorship events around the country to build relationships with funders and raise money

LDJ Consulting 2005 - 2007
Project/Program Management Consultant
Created strategic solutions for non-profit organizations and small businesses that improved operations, programs and marketing. Services entailed comprehensive planning and execution of educational programs, and projects.

- Evaluated business processes and policies and designed new models to enhance efficiency
- Created marketing and fundraising strategies and content (websites and collateral) that stimulated interest and sponsorship
- Secured and prepared speakers for event; collaborated with subject matter experts to enhance programs and projects

Writing & Test Preparation Instructor 2004 - 2006
Purdue University Calumet (Upward Bound Program)
Prepared under-served high school students for college readiness through intensive instruction in writing, vocabulary improvement and assessment test preparation.

- Created engaging assignments and activities that helped students to improve their writing skills
- Integrated critical thinking and soft skill development as core elements of classroom activity
- Utilized writing as a tool to support student success and development

Family Support America 2001 - 2005

Project Manager

Managed the execution and reporting of activities related to all major grants for non-profit organization. Key responsibilities entailed budget management, contract development, supervision of subcontractor deliverables and completion of all interim and final grant reports.

- Cultivated and sustained relationships with internal and external constituents
- Created processes and reported program status and achievements to senior leadership and funders

Ark Capital Management 1998 – 2001

Business Manager

Responsible for managing agency operations, investor relations and special projects for boutique venture capital firm specializing in providing start-up funding to entrepreneurs. Duties included revamping agency processes (deal intake, investment evaluation and accounting), developing key relationships with portfolio company senior executives, managing signature events with investors and high profile constituents and developing marketing strategies for second investment fund.

EDUCATION

M.A. English - Governors State University – University Park, Illinois
B.A. English - California State University – Bakersfield, California

PROFESSIONAL DEVELOPMENT, MEMBERSHIP & VOLUNTEERISM

Professional Development: Completed the following courses at University of Illinois (Illinois Online Network) - online learning; student assessment and instructional design; faculty development course - Governors State

Membership: National Council of Teachers of English (NCTE) - Session Chair, 2004 & 2006
Conference on College Composition and Communication (CCCC)

Volunteer: Panelist 2010 College Smart Fair – Illinois Student Aid Commission (ISAC)
Principal for a Day 2009/2010 Morgan Park High School – Chicago Public Schools
Competition Judge 2009/2010 – Illinois Institute for Entrepreneurial Education (IIEE)
Board Member – Matteson Public Library, Matteson, Illinois

Lorri D. Jenkins

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VIA EMAIL
dph.hrrecruiter@illinois.gov

October 5, 2012

Attention: HR Recruiter
Illinois Department of Public Health
122 South Michigan Avenue, Suite 2009
Chicago, Illinois 60603

Dear Sir or Madam:

I am writing this letter in support of my candidacy for the position of Executive Director of the Illinois Violence Prevention Authority.

My interest in this position stems from a shared commitment to providing access to life enriching opportunities for under-served youth and communities, and great confidence that my expertise and leadership capabilities would work well to advance the mission and values of the agency. Over the past 16 years I have built a solid foundation in all aspects of business operations, youth development, coalition building and program management. My commitment to violence prevention includes considerable knowledge of the factors perpetuating various forms of violence, an understanding of evidence based practices in violence prevention and a history of working closely with and on behalf of underserved youth and communities through the development, implementation and funding of enrichment and educational programs.

As you evaluate my credentials, please keep in mind that I not only have the skills and experience necessary to effectively manage the agency but also a fundamental understanding of area communities, their needs, and the political landscape in which they exist. I would welcome an opportunity to speak with you regarding my candidacy. I can be reached by telephone or email as indicated above and look forward to speaking with you soon.

Best regards,
/s/
Lorri Jenkins