

PROFESSIONAL PROFILE

Accomplished leader with a proven track record of strengthening the governance, management, operations and financial wellbeing of respected non-profit research and membership organizations; extensive experience with public policy and program analysis; exemplary written and oral communications skills and a strong ability to explain complex information to varied audiences in an understandable manner; and effective interpersonal skills that respect competing stakeholder interests.

EXPERIENCE

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

Washington, DC

Executive Director

2014-Present

Serve as chief executive officer and secretary-treasurer of the nation's largest and most prominent professional association for public administration. Oversee national office interaction with the Society's 12,000 members and partners, 60 locally-based chapters and 30 subject matter sections. Spearhead the development and execution of multi-faceted online professional development programs on key issues of public management; manage the editorial and distribution processes for *PA TIMES*, the Society's flagship and award-winning publication; and identify and cultivate strategic partnerships with organizations dedicated to the public good. Develop and prudently manage a \$1.5 million operating budget; led an organization-wide restructuring of internal operations, finances and staffing, resulting in greater effectiveness and efficiency.

AMERICAN UNIVERSITY

Washington, DC

Adjunct Professorial Lecturer, School of Public Affairs

2000-Present

Lecture on contemporary political behavior and grassroots politics for classes of up to 45 undergraduate students. Supervise student internships with federal agencies, non-profit organizations and national media outlets. Earn exemplary teaching evaluations with ratings of "superior" or "very good" from 94 percent of students over 38 consecutive semesters. Earned the School's 2015 Award for Distinguished Teaching in an Adjunct Position.

NATIONAL LOW INCOME HOUSING COALITION

Washington, DC

Vice President of Operations

2010-2013

Managed the full range of administrative operations for the nation's leading public policy organization dedicated to ensuring that low income Americans have affordable and decent homes. Built, strengthened and institutionalized an infrastructure that included financial, human resources and membership and outreach functions.

- Managed a \$3 million operating budget and \$6 million endowment; led annual budget planning and secured clean external audits; streamlined financial reporting processes and introduced approaches to maximize efficiencies and eliminate redundancies in relationships with financial institutions and investment managers; oversaw financial reporting for corporate and foundation grants with a \$50,000 to \$500,000 value.
- Led the planning of the Coalition's four-day annual conference, which brought together more than 500 policymakers and residents to discuss affordable housing policy developments; managed the negotiation process with conference venues and speakers and oversaw a 17-person team to ensure the event's successful execution.
- Directed a four-member team responsible for the recruitment and retention of the Coalition's 1,000 members and 60 state partners; launched rapid field responses to legislative or regulatory developments impacting these constituencies and requiring their outreach to congressional and administration officials.

CHIEF EXECUTIVES ORGANIZATION

Bethesda, MD

Director of Membership and Governance

2008-2010

Directed governance, member recruitment and retention activities for a select networking community of 2,000 leaders in 50 countries who serve at the highest levels of corporations, government and non-profit entities.

- Managed a four-member staff responsible for the development of a sophisticated membership program; coordination of member identification, recruitment, vetting and approval processes; and execution of member retention initiatives and events.
- Developed master schedules and agendas for a 51-member Board of Directors; oversaw staffing elements of the Board's international meetings and Director nomination process; identified action items and coordinated follow up with Directors and headquarters staff on their progress, status and timely completion.

Vice President for Board and Fellow Relations

2007-2008

Provided strategic and tactical support to an 18-member board of directors that set the overall direction for the Academy, the nation's leading non-profit organization for public governance that provides independent research and trusted advice to government leaders. Produced substantive board agendas and outcome-oriented briefing materials that drove the board to action; authored a quarterly State of the Academy report sent to institutional stakeholders.

- Oversaw and directed staff in the execution of recruitment, orientation and retention activities for the Academy's 600 Fellows, the nation's top policymakers, public managers, scholars and business leaders.
- Managed a robust membership program that included an intensive nomination and election process, annual national conference, regional meetings and innovative mentoring initiative for upper-level federal managers.
- Drafted board chair's remarks; composed detailed minutes for each board meeting; spearheaded the effort to overhaul the organization's bylaws, which earned the support of 90 percent of the Academy's membership.

Vice President for Administration

2003-2007

Bore primary responsibility for the Academy's internal management and operations. Managed finance and budget processes for a \$10 million revenue base and \$10 million endowment, as well as contract administration, strategic communications, information technology, human resources policy and facilities management.

- Served as staff director for the Academy's presidential search. Developed a confidential process for the solicitation, recruitment and consideration of candidates. Provided strategic counsel to the search committee chair as the committee undertook its activities. Successfully conducted the process on time and under budget.
- Successfully managed four Academy presidential transitions; acclimated each incoming chief executive to the organization's governance structure, operations, finances and culture.
- Oversaw the Academy's finance and human resources functions, which managed a 50 percent increase in revenue and staff from Fiscal Years 2003 to 2007. Secured clean independent audits for the same period.
- Developed and managed the Academy's first-ever career ladder, which enabled the organization to recruit, retain and cultivate individuals across a full range of positions, from entry level researchers to project directors.

Director of Communications

2002-2003

- Advanced the Academy's marketplace presence through a strategic branding and communications initiative; developed compelling marketing materials that explain the Academy's vision and mission to diverse audiences.
- Vastly strengthened the written content, organization and presentation of all Academy studies; contributed to or edited 40 reports on such issues as public sector compensation, post-9/11 intelligence reforms, financial management reform, wildland fire management, workforce recruitment and retention, and high-performance partnerships.

Research and Program Associate

1997-2002

- Conducted research for a study of practices used by the U.S. military to investigate criminal sexual misconduct in the Armed Services. Participated in 100 in-depth interviews with Members of Congress, senior Defense officials and military officers; wrote a chapter for a final report delivered to the U.S. House of Representatives.
- Performed program analysis for a consulting study on the U.S. Housing and Urban Development's methods to assess assisted housing providers. Conducted site visits and interviews with department officials, including the Secretary and Deputy Secretary, and congressional and executive branch stakeholders.

PROFESSIONAL AFFILIATIONS

- Fellow, National Academy of Public Administration, 2016-Present
- Member, Governing Board, NIGP: The Institute for Public Procurement, 2015-Present
- Member, Editorial Board, *International Journal of Civil Service Reform and Practice*, 2015-Present
- Member, Editorial Board, *Public Money and Management*, 2022-Present
- Editor-in-Chief, *PA TIMES*, 2014-Present

EDUCATION

AMERICAN UNIVERSITY

M.A., Political Science, School of Public Affairs

B.A., Journalism, School of Communication, *magna cum laude*

Washington, DC

1997

1995