

## EXPERIENCE

### **Director of Planning & Development**

July 2021-Present

#### ***Tioga Opportunities, Inc.***

- Research and exploration of social enterprise opportunities and fee-for-service programs to diversify unrestricted income, promote mission driven initiatives in the community, and position agency for long-term sustainability and growth
- Oversee public relations, brand awareness, and outreach, including participation in the Social Justice Committee to promote diversity, equity, and inclusion in the agency and greater community
- Perform initial grant searches and grant writing for various state and federal funding streams
- Development of community needs assessments including three-year strategic plan
- Responsible for fiscal accountability, program quality, regulatory compliance, county-wide coordination, and implementation and management of New York State Affordable Housing Corporation housing rehabilitation program, New York State Housing Trust Fund Manufactured and Mobile Home Replacement Program, New York State Department of Transportation 5311 and 5310 grants
- Foster partnerships with local agencies including non-profits and county economic development related to affordable housing development in local community
- Responsible for contracting, reviewing deliverables, invoicing, monthly, quarterly, and annual reports for above programs, including consultant relationships
- Member of the Leadership Team focused on employee leadership development and creating a road map for organizational growth

### **Independent Consultant**

July 2021-Present

#### ***Owego, New York***

- Provide remote program management, administration, and training for federal programs including CDBG, Section 8 Housing Choice Voucher Program, and Consolidated Funding Application Grants

### **Adjunct Lecturer, Urban Planning Analysis I**

August 2016-Present

#### ***Binghamton University, State University of New York***

- Provide instruction for undergraduate course on the history of urban planning, moral and ethical issues in planning, sustainable practices in planning, and the current transformation of U.S. cities

### **Director of Planning & Community Development**

January 2019-July 2021

#### ***Town of Union, New York***

- Oversaw all program management and administration of Community Development Block Grant, Community Block Grant Disaster Recovery, Community Development Block Grant Coronavirus, and Section 8 Housing Choice Voucher programs
- Served as liaison between town and HUD representatives
- Responsible for monthly, quarterly, and annual reports and plans, management of budgets and compliance to HUD regulations including Davis Bacon, Section 3, and state and federal environmental assessments
- Prepared and submitted all Annual Action Plans and Consolidated Plans
- Completed subrecipient monitoring and Consolidated Annual Performance and Evaluation Reports
- Oversaw all staff management for Department of Planning & Community Development
- Worked alongside Economic Development Director with CDBG funded Local Development Corporation for small-business loans
- Coordinated all planning and zoning processes for municipal projects
- Worked with developers, industrial development agency, other units of local government, and non-profits to collaborate on projects and leverage funding including infrastructure, affordable housing, and development sites
- Completion of annual and five-year recertification for the Community Rating Survey for participation in the National Flood Insurance Program

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- Preparation of written desk guides to expedite onboarding for new employees
- Assisted in drafting legislation related to municipal needs, including wind and solar energy development

**Community Development Coordinator**

March 2015-December 2018

***Town of Union, New York***

- Supported Director in management of CDBG and CDBG-DR programs
- Completed all HQS inspections required for Section 8 Housing Choice Voucher Program
- Responsible for all environmental reviews and permitting for projects including National Environmental Protection Act and State Environmental Quality Act Reviews
- Ensured achievement of goals for contractors and subrecipients of grant funds, contract management, and full compliance with local and federal procurement procedures
- Delivered all cartographic content for the Town of Union using ArcGIS and ESRI online software
- Assisted in preparation of Consolidated Plans and Comprehensive Plans, facilitated Community Rating System participation, and conducted associated public outreach targeted to vulnerable local populations

**Instructor of Record, Physical Geography**

Summer 2012, 2013

***Binghamton University, State University of New York***

- Created a 10-week summer course focusing on Earth Science and physical earth processes including a weekly lab session for undergraduate students; taught for two consecutive summers and supervised two Teaching Assistants

**EDUCATION**

**Binghamton University, State University of New York, Harpur College of Arts & Sciences**

- Master of Arts in Geography, Urban and Regional Planning
- Bachelors of Arts in Environmental Planning

**SKILLS AND ABILITIES**

**Trainings:** HUD Basically CDBG, Nan McKay HCV Executive Management, Nan McKay HCV Program Management, Nan McKay Occupancy Specialist, Nan McKay HQS Inspector, ESRI Earth Imagery At Work, ESRI Do-It-Yourself Geo Apps, HUD Lead Paint Visual Assessment, EvoS Evolutionary Studies Certification

**Software:** Zoom, GoToMeeting, Microsoft 365/Microsoft Teams, Slack, Microsoft Office, Adobe Suite, ESRI ArcGIS, HUD Integrated Disbursement and Information System (IDIS), HUD Real Estate Assessment Center (REAC), MUNIS/Tyler, MRI/HAPPY Housing Pro, BlackBoard, myCourses, Grant Management Systems (GMS), System for Award Management (SAM)