

Lindsey St. Arnold Bell

1836 N. 54th Street
Milwaukee, WI 53208

lrstarnold@gmail.com
(920) 360-3034

Experience

Associate Director, October 2016 - present
Near West Side Partners, Inc. (NWSP)

- Oversee the administration of NWSP, Business Improvement District #10 (BID 10), and Avenues West Association (AWA) board meetings and activities
- Develop and implement processes and protocols to support organizational efficiency and effectiveness
- Coordinate economic development activities, including responding to RFPs, maintaining property inventories, and recruiting businesses
- Develop and draft proposals for local, state, and federal government grant opportunities, as well as for public and private foundations
- Provide logistical and technical support to residents and businesses seeking grants, services, approvals, and permits from the City of Milwaukee
- Collaborate with residents to support the development of programs, events and community engagement initiatives
- Maintain and manage relationships with key stakeholders, including funders, businesses, community partners, and residents
- Conduct evaluations of programs to ensure alignment with financial and strategic priorities

Administrative Coordinator & Board Secretary, January 2012 – October 2016
City of Milwaukee Board of Zoning Appeals

- Managed the office operations of the Board of Zoning Appeals, including leadership and supervision of staff, website and software application support, and record maintenance
- Coordinated monthly meetings of the Board of Zoning Appeals; organized and disseminated information and public notices
- Managed communications with the City Attorney to ensure compliance with relevant local, state, and federal law, including requesting legal opinions and monitoring changes in relevant regulations that impacted the Board
- Led the configuration and launch of enterprise software system for daily use by Board of Zoning Appeals staff
- Coordinated an interdepartmental process to monitor compliance with Board decisions through inspections
- Established protocols to digitize over 10,000 public records for permanent storage
- Simplified Board of Zoning Appeals process for appellants by creating standardized forms for submittal

Program Assistant, January 2008 – 2012
City of Milwaukee Board of Zoning Appeals

- Assisted the Board Secretary by processing appeals and preparing documents for public hearings
- Served as a liaison between customers and relevant City departments; worked with appellants to organize and compile information for appeals.

Skills

- Thoughtful, supportive leader who values collaboration, shared inquiry, and collective solutions
- Organized, resourceful, and adaptable; adept at minding details while remaining vision-focused
- Thorough knowledge of City zoning codes, permitting, and inspection processes
- Understanding of general board processes, notice requirements, rules and procedures

Education

Master of Science Degree, Urban Studies; 2016
University of Wisconsin – Milwaukee; Milwaukee, WI

Bachelor of Science Degree, Community Education; 2005
University of Wisconsin – Milwaukee; Milwaukee, WI

Activities

Board Member & President, Juneau Park Friends
2016 – present

Board Member, Meta House Young Leaders Board
2013 – 2017