

PROFILE

Innovative leader with a track record for organizing and implementing successful public and private sector partnerships. Expertise in real estate, economic development, public process design, community communication and program formulation. Strengths include real estate analysis and project execution. Possess superior public speaking and group facilitation skills. Advanced technical writing abilities. Demonstrated ability to manage multiple priorities effectively and motivate others while working within tight time constraints. Proven success working independently and achieving organizational objectives.

PROFESSIONAL EXPERIENCE

HISTORIC KING DRIVE BUSINESS IMPROVEMENT DISTRICT No. 8 + Milwaukee, WI

Quasi-governmental agency stimulating economic growth on and around Dr. Martin Luther King Jr. Drive including Bronzeville, Harambee, Halyard Park, and Haymarket areas

Executive Director

February 2016 - Present

- + Strengthens and cultivates relationships with philanthropy, corporate, community, government, and institutional partners to advance the mission and objectives of Historic King Drive BID 8
- + Responsible for fiscal management, staff supervision and development, and volunteer management
- + Prepares annual operating budget, assures adherence to the budget, and maintains organizational records
- + Conducts ongoing outreach to businesses, property owners and stakeholders, ensuring BID 8 is responsive to their needs
- + Raises funds through grant writing and developing partnerships; ensures grant compliance requirements are met
- + Administers BID 8 Incentive Grant program, including properly documenting expenditures for each grant awarded
- + Leads efforts to recruit new businesses and retain existing businesses in the business district
- + Appears before public bodies to promote plans, activities, and goals of BID 8
- + Represent BID 8 at Milwaukee Common Council committee hearings, community and member forums, and other events
- + Prepares and presents the *Annual Operating Plan* to the Common Council
- + Oversees BID communications with property and business owners, media and the public, including newsletters and website
- + Develops, implements, and expands marketing, public relations, special events, and BID 8 promotions
- + Serves as a liaison to the media to market and promote the neighborhood locally and nationally
- + Ensures compliance with all State and City requirements, BID by-laws, policies, and procedures
- + Serve as a BID commercial corridor revitalization subject matter expert with City, State, and Federal agencies
- + Meets monthly with the Board of Directors to provide financial reports and discuss BID progress
- + Oversee preparation of materials for all Board and Staff meetings including notices, agendas, minutes, and materials
- + Oversee a range of Committees' objectives and initiatives including streetscape and public space beautification
- + Procures all goods and services, and establishes all vendor, contractor and consultant relationships
- + Identify and recruit volunteers, interns, and public and private allies to assist in the furthering of BID goals and objectives
- + Initiates and manage initiatives in BID 8, interfacing with area residents, entrepreneurs and stakeholders to secure support

Highlighted Accomplishments

- + Administers Pop Up MKE and Brew City Match in BID 8; provided early and ongoing input for successful implementation
- + Launched \$50,000 revolving loan fund in partnership with North Shore Bank to support businesses in BID 8
- + Established nationally designated King Drive Main Street under Wisconsin Economic Development Corporation (2017)
- + Increased BID 8 operating funds from \$165,000 (2016) to over \$500,000 (2020)
- + Assisted in recruiting Medical College of Wisconsin/Greater Milwaukee Foundation, and American Family Insurance to BID 8
- + Assisted in recruitment and growth of over 40 businesses in BID 8 since 2016
- + Assisted in bringing over \$250,000 in City funds to property redevelopment in BID 8 since 2016
- + Raised profile of Dr. Martin Luther King Jr. Drive and Bronzeville in the City of Milwaukee
- + Established broad cross sector support for commercial revitalization efforts on King Drive and in BID 8

City of Milwaukee agency responsible for promoting neighborhood economic development and business development to stimulate investment and job creation.

ECONOMIC DEVELOPMENT SPECIALIST

- + Interfaced with residents, commercial property owners and elected officials as Bronzeville's project manager
- + Appeared before public bodies including the Redevelopment Authority, Common Council committees, City Plan Commission, Board of Zoning Appeals, and community organizations to articulate issues and positions of the City
- + Drafted legislation, researched state statutes and nationwide policies, and consulted City attorneys for opinions
- + Negotiated the purchase, assemblage, and sale of city owned property
- + Worked with City attorney office to draft development, loan, and cooperation agreements
- + Initiated and directed cooperative real estate maintenance activities to ensure preservation of City owned property
- + Developed relationships with businesses, real estate brokers, developers, contractors, policy makers and stakeholders
- + Served as a resource, working collaboratively with internal staff and external stakeholders to implement plans and projects
- + Gained knowledge of zoning laws, building code, and permitting regulations

Tax Increment District (TID) Project Manager

- + Evaluated projects to assess need for tax increment financing
- + Administered four (4) tax increment districts, with spending authority exceeding \$17 million
- + Created and amended tax increment districts, including writing project plans, developing budgets, reviewing proformas, analyzing project financial feasibility, securing Common Council approvals, and negotiating development agreements
- + Oversaw expenditures from TID accounts, including approving invoices and disbursements for approved projects

Business Improvement District (BID) Liaison

- + Liaison to 12 BIDs with budget authority of \$2 million; Evaluated BID operating plans to create BID best practice playbook
- + Facilitated creation of new BIDs and amended BID boundaries, and Coordinated BID projects with City agencies
- + Attended BID board meetings and provided technical assistance
- + Lead coordination of private and public sector efforts to design, construct and fund urban streetscape projects in BIDs
- + Interfaced with businesses in various BIDs and various commercial districts throughout the city

Commercial Revitalization Grants Administrator

- + Managed grant programs that funded improvements to commercial building and job creation
- + Approved fund disbursements exceeding \$3 million on 100 projects throughout the City of Milwaukee
- + Reviewed and finalized grant reimbursements adhering to accounting standards with clear proof-of-payment legibility
- + Conducted site visits with applicants, architects, and contractors
- + Developed grant program policy and procedures, monitoring implementation and compliance with Comptroller office
- + Supervised a staff of four

CROSS MANAGEMENT SERVICES INC. + Milwaukee, WI

July 2006 - May 2007

Diversity and inclusion contractor for real estate development projects in Wisconsin

- + Managed supplier and workforce diversity program (EBE, DBE, MBE) efforts; prepared diversity reports for city
- + Prepared business plans, loan proposals and financial reports for real estate development projects
- + Coordinated project update meetings with architects, lenders, real estate brokers, and developer

PABST FARMS DEVELOPMENT INC. + Oconomowoc, WI

July 2005 - July 2006

1,500-acre master planned community in Waukesha County (Selected as one of top 6 for internship through ACRE program)

- + Managed tenant improvement buildouts for retail spaces, monitoring project schedules to ensure timely completion
- + Conducted inspections at industrial and retail sites to ensure completion of punch list
- + Represented owner at meetings with tenants, real estate brokers, architects, and contractors
- + Evaluated responses to Request for Proposals for development projects
- + Managed budget for homeowner association and collected association dues
- + Served as owners rep for construction of M&I corporate headquarters and Roundy's Supermarket distribution facility

EDUCATION AND SPECIALIZED TRAINING

UNIVERSITY OF WISCONSIN - STOUT	2018
Master of Science in Construction Management	
MARQUETTE UNIVERSITY + Milwaukee, WI	1999
Bachelor of Science in Business Administration	
MARQUETTE UNIVERSITY + Milwaukee, WI	2005
Associates in Commercial Real Estate (ACRE) Certificate: Inaugural year	
CERTIFICATIONS & LICENSES	
Real Estate Broker (WISCONSIN)	2006 – Present
Historic Real Estate Finance Professional (HREDFP)	2020
Economic Development Finance Professional (EDFP)	2016
NATIONAL DEVELOPMENT COUNCIL (NDC)	
HRE347 - Real Estate Development Finance: Problem Solving and Deal Structuring	January 2020
HRE247 - Historic Real Estate Finance	November 2019
ED300 - The Art of Deal Structuring	June 2016
ED202 - Real Estate Finance	November 2007
ED201 - Business Credit Analysis	December 2015
ED101 - Economic Development Finance	August 2015
WHEDA DEVELOPER TRAINING	2016
HUD MULTIFAMILY AFFORDABLE HOUSING PRESERVATION CLINIC TRAINING	2016

COMMUNITY LEADERSHIP AND VOLUNTEER SERVICE

MKE United Steering Committee	2016 - Present
Safe and Sound · Board of Directors	2017 - Present
Mt. Zion Land Development Corp · Board of Directors	2013 - Present
Employ Milwaukee - Milwaukee County Workforce Investment Board · Board of Directors	2018 - Present
BublR Bikes · Board of Directors	2017 - Present
Legacy Redevelopment Corp (CDFI) · Board of Directors	2013 - 2019
Scale Up Milwaukee Steering Council	2017

AWARDS AND MEMBERSHIPS

Diversity in Business Award (Individual) · Milwaukee Business Journal	2018
Power Broker · Milwaukee Business Journal	2019
National Main Street Center UrbanMain Initiative	2017 - Present
Milwaukee Metropolitan Association of Commerce (MMAC)	2016 - Present
Real Estate Broker, Realtor · WRA, NAR, and GMAR member	2006 · Present
International Council of Shopping Centers (ICSC) · Retail Recruitment Specialist for Milwaukee	2008 · 2013

CAREER HIGHLIGHTS

- + Completed assessment of a 56,000 sf historic school building that become Griot Apartments. Managed architect, engineers (mechanical, structural, electrical), plumber and general contractor to establish master plan for phased project
- + Redeveloped land into 50 space parking facility including stormwater features, energy efficient lighting, landscaping and furniture
- + Managed consultant contract to determine reuse possibilities for a vacant Lowe's site in at Midtown (Power Center)
- + Successfully amended tax increment district (TID 42 - Midtown) adding \$5 million expenditure authority to district
- + Facilitated loans of \$200k with Planet Fitness and \$85k with Rue 21, leveraging private investment of \$700k
- + Serviced as Project Manager for Bronzeville Cultural and Entertainment District. Helped change years-long community unrest to high level community support. Served on Bronzeville Week planning committee, 8-days of activities (public-private partnership)
- + Leader in four design charrettes (King Drive, Bronzeville, Lindsay Heights, 5 Points), and contributed to city Area Plans