

Catina Harwell-Young

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Milwaukee, WI 53210
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414-915-8462

EXECUTIVE SUMMARY

- 20 years of experience working with non-profit organizations on the programmatic, management and executive levels
- Worked as both an employee and consultant
- Strong strategic planning background excellent written and oral communication skills
- Keen Project Management skills with the ability to manage multiple projects with efficiency and effectiveness
- Demonstrated ability to organize and process data quickly
- Managed project budgets ranging from \$10,000 to \$1,000,000
- Participated in several fund development efforts building relationships with local and national charitable organizations resulting in over \$1.5 Million in contributions

PROFESSIONAL PROFILE

Program & Organizational Development

- Consulted with non-profits to develop operational and programmatic strategic plans
- Created program evaluation systems to track outcomes and improve operations
- Designed and managed RFP process for local foundation awarding \$500,000 annually
- Developed, managed and evaluated youth development programs (areas of focus included academics, college access, community outreach and civic engagement)

Management & Team Building

- Managed teams of both paid and volunteer staff. (staff size ranged from 3-30 people)
- Integrated services between multiple departments to ensure coordinated services
- Mentored and trained area high school students as they worked to implement community outreach programs. Training topics included learning to lead, project/time management, critical thinking and public speaking
- Facilitated focus groups, workshops and informational sessions with a cross section of non-profit leaders

Community Outreach & Communications

- Designed program reports, case statements, grant applications and other technical writing documents
- Managed community engagement efforts utilizing print, radio and TV outlets
- Organized several events on the local, state and national levels - most notably the 1st annual Symposium on Educational Options for the Black Alliance for Educational Options, attracting over 750 people to Milwaukee
- Focused on forging relationships with internal and external partners to meet project goals

EDUCATION & TRAINING

Red Cross

First Aid/CPR/AED Certification

March 2014

UWM-Helen Bader Institute for Non-Profit Management

Strategic Management Mini Certificate

June 2008

Cardinal Stritch University

Master of Business Administration (MBA)

October 2002

Marquette University

Bachelor of Business Administration

May 1996

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EMPLOYMENT HISTORY

Consultant, 2002-Present

Young Consulting

Sample Client Profiles:

- **Milwaukee Public Library (MPL)** - The MPL works to expand the world of information to all Milwaukee citizens. Consultation focused on developing a city-wide teen youth council to promote the MPL and its resources.
- **Rosalie Manor Community & Family Services** - Rosalie Manor has been working for over 100 years to strengthen area families by empowering parents and supporting youth. Consultation focused on gauging attitudes, beliefs and preferences for abstinence-until-marriage sex education methodologies of youth ages 12-17 and their parents and developing a related ad campaign to promote common values and beliefs.
- **Partners Advancing Values in Education (PAVE)** - PAVE is a local non-profit foundation that works to improve the educational outcomes of Milwaukee's most disadvantaged students. Consultation focused on developing public relations materials that highlighted the successes of PAVE's scholarship program.

Director of Programming, 2015

Lead2Change Inc.

Lead2Change Inc. works to empower youth to be catalysts for change in their community. Responsibilities include:

- Hiring and managing program staff, interns and volunteers including AmeriCorps Service provider
- Supervising the Youth Advisory Council which serves as the philanthropy arm of the organization
- Coordinating all program events and trainings
- Developing relationships with key organizations to provide summer internship opportunities for program participants
- Assisting in Fund Development, Public Relations and other executive level projects
- Collecting, analyzing and reporting on all programs to ensure compliance and support continuous improvement efforts

Director of Internal Services, 2013-2014

Guest House of Milwaukee

The Guest House of Milwaukee works to provide shelter, housing and educational services to Milwaukee's homeless. As Director of Internal Services my role was to develop, manage and evaluate three departments - Residential Services, Case Management and Community Outreach. Notable achievements:

- fine-tuned data management systems allowing organization to better track and report outcomes.
- stabilized and expanded staff in Residential Services resulting in less burnout in a high stress environment
- developed standardized client response strategies for the Case Management & Community Outreach Teams resulting in consistency in service and improved data collection
- managed hiring process for all open positions on my team

Director of Extended Learning Initiative, 2005 -2011

Partners Advancing Values in Education (PAVE)

PAVE is a local non-profit foundation that works to improve the educational outcomes of Milwaukee's most disadvantaged students. Duties included:

- managing Extended Learning Initiative resulting in summer learning programs for over 3,000 students
- providing strategic management support as PAVE worked to implement its annual strategic plan
- building relationships with PAVE's Board of Directors and funders to promote PAVE's mission.

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Director, 1996-1999

CITIES Project, TransCenter for Youth

The CITIES Project is a grassroots organization that works to improve the educational outcomes for Milwaukee's at-risk students. Duties included:

- developing programs for local alternative schools
- community organizing.

REFERENCES

Dr. Howard Fuller

Director of Institute for the Transformation of Learning, Marquette University

Milwaukee, WI

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