


Joyce Mallory
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SUMMARY OF PROFESSIONAL SKILLS

Planning & Organizational Development

- Over forty years of experience in program planning, development and implementation with an emphasis on achieving quality results
- Developed and implemented a variety of programs for governmental agencies, and nonprofit organizations to improve service delivery and increase efficiency
- Excellent planning, organizing and program evaluation skills
- Work effectively with volunteer boards volunteer committees, advisory task groups staff, parents, donors and external partners
- Conducted research, analyzed data and prepared written reports
- Excellent oral and verbal communication skills
- Developed and delivered training in areas of board governance, starting a nonprofit, and cultural competence
- Excellent facilitation skills - facilitated strategic planning sessions for nonprofits, churches, and clubs
- Held monthly parent meetings and other special activities to keep parents informed & engaged in their child/children education
- Facilitate strategic planning for wide variety of nonprofit boards

Leadership and Management

- Provided leadership and managed day to day operations of four nonprofit organizations
- Managed and coordinated the work of professional volunteers at United Way of Greater Milwaukee, Fort Wayne Urban League, Urban Day School, Start Smart Milwaukee, and Malaika Early Learning Center
- Directly supervise professional staff and evaluated their performance
- Developed and maintained excellent relationships with parents, guardians, and grandparents
- Worked collaboratively with board of directors to fulfill mission, and achieve organizational goals

Budget and Financial Management

- Managed agency budgets in excess of 3 million and as small as \$100,000
- Supervised and coordinated the development of agency budget and monitored expenditures to ensure expenses were within budget and cost allocation plan

- Worked with volunteer members of finance committees to develop budgets, sound financial policies and internal controls
- Raised funds to support and maintain program operations and meet budget goals

PROFESSIONAL EXPERIENCE

Nonprofit Center of Milwaukee September 2013 – Present
 Organization Development Consultant Part-Time
 Responsible for providing technical assistance and support for CDBG funded agencies and organizations to strengthen their capacity to achieve their performance goals and outcomes. Respond to requests for customize training, data and resource information such as templates for marketing plans, facilitate strategic planning, and board development training. My duties also include making agencies and organizations aware of grant opportunities and offering assistance with grant application.

Malaika Early Learning Center October 2007 – June 1, 2012
 Executive Director Retired
 Responsible for managing day to day operations of the Center, including a staff of 17 full-time and five part-time employees and a budget over \$930,000. Responsible for providing leadership and supervision for early education and care and K-4 & K-5 kindergarten programs; ensure compliance with state licensing regulations for EEC program and the Milwaukee Parental Choice program; responsible for fundraising and donor relations, and promoting the mission of the Center in the community and within the early education and care profession. Developed and maintained positive relationships with parents, guardians, and grandparents. Provided educational leadership to ensure learning goals were achieved and K-5 students were performing at or above 1st grade level upon completion of K-5. Established partnerships with Wisconsin Conservatory of Music, Schlitz Audubon Nature Center and Alliance Francaise to provide expand educational opportunities for children Malaika served. Developed and sustained good relationships with board and volunteers.

Nonprofit Center of Milwaukee January 2005 – September 2007
 Organizational Development Consultant
 Responsible for coordinating the consultation and technical assistance services provided to member agencies, Community Development Block Grant agencies and fee for service clients. Assessed the technical assistance needs of over 80 CDBG agencies and provided technical assistance to meet these needs. Conducted training workshops in areas of board governance, and developed and delivered customized training for a variety of nonprofit agencies. Prepared client proposals and coordinated delivery of consultation services. Prepared monthly, mid-year, and year-end CDBG reports and year end United Way reports.

Wisconsin Council on Children & Families/Start Smart Milwaukee August 1998 - December 2005
 Program Director

Responsible for the program and day to day operations of organization. Worked collaboratively with the board of directors to raise funds to support the initiative. Responsible for coordinating data collection and assisted in preparing the Annual State of Milwaukee's Children Report. Planned and coordinated the Annual State of Milwaukee's Children Luncheon; represented the organization on a variety of advisory committees working to improve the quality of care of young children in Milwaukee, and served as a resource to early education and care programs. Facilitated the merger of Start Smart Milwaukee with Wisconsin Council on Children & Families, which became effective in January 2002.

Urban Day School
President

June 1997 - June 1998

Responsible for day to day oversight of the education and business operations of the school, which had student enrollment of 600 students on two campuses. Successfully raised over \$100,000 dollars to increase salaries of teachers and para-professionals, and coordinated with the board the final phase of a capital campaign. Provided financial oversight, and ensured compliance with Milwaukee Parental Choice program regulations as well as Head Start regulations and contractual requirements. Provided leadership for the school's educational activities and parent engagement activities. Managed a team of seven senior level professionals.

Silver Spring Neighborhood Center
Program Director

January - May 1997

Responsible for agency's program planning, monitoring and evaluation that served children, youth, and adults. Supervised program managers and evaluated their performance. Served as a liaison and coordinated grants management with United Way, Milwaukee County, City of Milwaukee and local foundations. Developed and coordinated with executive director strategies to improve and strengthen quality of program services, and agency's ability to document and report program outcomes.

Fort Wayne Urban League
Executive Director

August 1993 - September 1996

Managed day-to-day operations of the organization, which included a staff of fifteen and a budget of over one million dollars. Implemented processes and systems improvements to strengthen quality of program services to clients and monitored their effectiveness. Increased the amount of funds raised from corporations, and special events to support program operations. Developed and maintained good relationships with funding sources, media, elected officials, community and business leaders, members and civic groups and organizations. Represented the organization on several boards and advisory committees to improve organization's image, visibility, and creditability.

United Way of Greater Milwaukee
Assistant Director, Planning, Allocations, & Monitoring Division

August 1988 - July 1993

Staffed and coordinated the work of volunteer allocation committees that made funding recommendations and determined program compliance. Responsible for the development, implementation, and evaluation of three special funds within the Division to address emerging community needs. Supervised the development and start-up of the Start Smart initiative, and served on the planning team that created the initial outcomes program model for the agency. Served as United Way representative on several community wide task forces, and committees to improve health and well-being of constituency served for United Way agencies and organizations.

OTHER PROFESSIONAL EXPERIENCE

- August 1979 - 1989, Principal, Mallory & Associates
- September 1977 - June 1979, Project Director, Greater Milwaukee Conference on Religion & Urban Affairs
- September 1977 - 1975, Guidance Counselor, Harambee School
- June 1971 - 1973, Project Planner, Model Cities Program, City of Milwaukee
- June 1968 - May 1971 Child Care Counselor, Lakeside Children's Center
- April, 1983 - July 1993, Elected Member, Milwaukee Board of School Directors

CIVIC AND COMMUNITY AFFILIATIONS

- Member, Board of Directors, 4-C for Children
- Member, Board of Directors, Wisconsin Community Services, Vice President
- Member, Institutional Review Board, Aurora Sinai Medical Center
- President, Milwaukee Tougaloo College Alumni Club

EDUCATION

B.A., Sociology, Tougaloo College, Tougaloo, MS

M.A., Education, Instructional Design, Alverno College, Milwaukee, Wisconsin

Joyce Parkman Mallory

Joyce is a native of Lawrence County Mississippi, where she received her formal elementary and secondary education. She moved to Milwaukee over 45 years ago to seek career opportunities unavailable at time in her native state.

Joyce is a graduate of Tougaloo College, a small private UNCF school founded by Church of Christ and American Missionary Society and earned MA degree in Education at Alverno College. She spent her entire professional career in the nonprofit sector, where she held senior level positions at United Way of Greater Milwaukee; Fort Wayne Urban League; Urban Day School, Silver Spring Neighborhood Center; Wisconsin Council on Children & Families; Nonprofit Center of Milwaukee. Prior to retirement Joyce served as executive director at Malaika Early Learning Center. Her professional career has been dedicated to improving the quality of program services; strengthening non-profit organizations through effective management systems; and advocating on behalf of African American children to make sure they receive a quality and equitable education. She has served on a wide-range of nonprofit boards, including: United Way of Greater Milwaukee, YWCA of Greater Milwaukee; Planned Parenthood of Wisconsin; ACLU; Milwaukee Branch of NAACP; and St. Amelian-Lakeside. Joyce currently serves on board of 4-C; and Wisconsin Community Service where she chairs the board governance committee. Joyce has served on the Institutional Review Board (IRB) at Aurora Sinai Hospital the past ten years and from 1983 to 1993 she was an elected member of the Milwaukee Board of School Directors.

Joyce collects paper-weights, old bottles, postcards and enjoys spending quality time with her two grandchildren, Kennedy and Dylan. She is a widow and mother of one son, Damien Warren.