

VANESSA CLAYPOOL

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Specializes in strategic Community Development and Program Expansion

Goal-oriented and passionate professional with extensive experience in senior executive leadership roles. Accomplished track record of delivering quality programming and services to youth and low-income families for the City of Milwaukee. Demonstrated proficiency in fundraising and overseeing operational budgets to support partnership growth with local and state government, public and private schools, businesses, and community organizations. Inclusive leader who promotes an environment of learning, collaboration, and visionary focus. Outstanding communication skills leveraged to manage, mentor, and provide guidance to team members as well as report progress to program stakeholders.

- ✓ Committed to improving lives by mobilizing the caring power of communities through strategic partnerships focused on confronting critical issues.
- ✓ Skilled at problem-solving to methodically evaluate organizational challenges and successfully convert ideas into workable solutions.
- ✓ Expert in enhancing organizational infrastructure, controlling finances, creating reports, analyzing data, and streamlining business processes.

CORE PROFICIENCIES

Budgeting & Forecasting | Grant Proposals | Project Management & Implementation | Billing & Procurement
Policy & Legal Compliance | Team Leadership | Verbal, Written, & Presentation Skills | Strategic Business Plans | AP/AR

PROFESSIONAL EXPERIENCES

Chief Operating Officer/Operations Manager | Milwaukee Urban League (MUL) 2012 – Present

- Responsible for directing, supervising, and coordinating the Workforce Development and the Education and Training divisions.
- Implemented strategic program plans and supervised the day-to-day operations of program staff, managers, and consultants.
- Directed departmental teams and established long- and short-term goals, objectives, policies, and operational procedures for the following; Campaign for Academic Achievement, Jobs for America's Graduates, Transform Milwaukee Transitional Jobs Program, RISE Entrepreneur Training program, Financial Opportunity Center and Employment Assistance Program.
- Managed the partnership with MUL, African American Chamber and LISC in providing RISE, a 14-week entrepreneurship course for 50 clients focused on enabling underserved entrepreneurs through education, guidance, and mentorship.
- Responsible for hosting with US Bank a small business and entrepreneur resource event in February 2019 entitled BIZ night. Experts in all facets of launching, sustaining, and growing a small business shared their insights and experiences with business owners and those looking to begin a business.
- Managed and guided the growth of the Financial Opportunity Center workforce and financial capability community wealth building program. Created program design and client flow modeling, to ensure program best practices.
- Monitored and evaluated program effectiveness data and recommended modifications for improvement; restructured organizational policies, procedures and internal controls to improve effectiveness.
- Served as liaison to the Board of Directors to strengthen programmatic impacts, conduct meetings between corporate HR departments and MUL staff, and identify summer employment and internship opportunities for MUL students.
- Oversaw program proposals to assure consistency and accuracy; negotiated and administered contracts and grant agreements with public and private funding sources.
- Oversaw Human Resource Consultant; managed AP/AR, payroll, tax exemption filing (Form 990), and annual budget and audit planning.
- Orchestrated annual fundraising strategies for generating resources to support new and existing programs; wrote and submitted grant proposals.
- Developed internal systems to capture program data; enhanced divisional reporting tools to quantify outcomes for review by the Board of Directors and Program Committee; presented monthly/quarterly reports to the National Urban League.
- Led the Strategic Planning Committee in creating a 5-year strategic plan to reflect long-term visions for organizational growth.
- Managed a team of 20 employees; provided guidance and encouragement based on individual strengths, goals, and ambitions; identified and filled staff vacancies; performed complex staffing duties, refereeing disputes, administering disciplinary procedures, and terminating employees.

Notable accomplishments: Successfully obtained approval ratings during a comprehensive program audit completed on-site in the Fall of 2013. Acted as temporary Workforce Director, leading the redevelopment of the Workforce Division to ensure optimal implementation strategies. These enhancements will include the use of an evidenced-based job readiness curriculum as part of its training.

Continued...

Workforce Development & Training Director | Milwaukee Center for Independence (MCFI)

2011 – 2012

- Developed marketable employment and training programs sustained through diverse revenue contributions.
- Designed preparatory programs relevant to local labor market needs leading to MCFI qualification for student grants and loans.
- Prepared business plans and budget forecasting models to provide for net annual earning revenues.
- Proactively engaged with businesses and community organizations to identify need and develop training programs.
- Managed and empowered RN Trainers by providing them with tools to promote participant success.
- Developed a CNA bridging program to lead CNA students into associate RN degree programs.
- Incorporated training protocols with functional performance outcomes that enhanced the abilities of participants in approved programs to increase their employability and independence.
- Effectively managed programming for the “Include, Respect, I, Self-Direct “(IRIS) population to offer education and training for managing care and connecting participants with resources.

Notable accomplishments: Spearheaded the creation of MCFI University to encompass a variety of education and training programs. Extensively involved in program design and curriculum writing. Concurrent to the growth of MCFI University, established a staffing entity to expand employment opportunities in fields such as healthcare and the culinary arts. Healthcare training included CNA, CBRF, supportive home care, and personal care workers; included certification after program completion. Established relationships with the Milwaukee Area Health Care Alliance, Milwaukee County Black Nurse Association, and Cardinal Stritch University.

Executive Director | HeartLove Place, Inc.

2003 – 2010

- Provided strategic direction, developed programs, and managed daily and administrative operations to connect individuals, families, and communities to comprehensive educational and social programming.
- Directed 60 staff members with 7 senior level direct reports.
- Controlled \$4.5M in operational and capital budgets; raised \$750K in contributions, \$670K in grants, and \$2.5M in program income for a 3-year period; achieved budget and surplus 4 out of 7 years; standardized fundraising procedures.
- Administered core programs and services, including a Childcare Development Center, Camp HeartLove, Adult and Teen Family Resource Center, Safe and Sound Teen Program, ProStart Culinary Arts Training Program, Full Service Banquet facility, and the SPFS food service site for the Wisconsin Department of Public Instruction.
- Counseled and supported the Board of Directors and led strategic planning, and evaluation initiatives.
- Improved organizational infrastructure by creating proposal templates and tracking/reporting systems for general operations.
- Formulated a 3-year strategic plan focused on the vision and mission of HLP with help from the Board of Directors and staff; developed metrics to determine effectiveness of core programs.
- Negotiated a long-term lease with Hope School; built a \$2.9M gymnasium with 14 classrooms adjacent to HLP.
- Secured a 3-year grant to boost capacity and create a new position: Fund Development Director.
- Successfully developed and enhanced the ProStart Culinary Arts Training Program with Policy Studies, Inc., UMOs, Word of Hope and United Way; program participants produced \$150K in revenue during 2008 and 2009 budgets.
- Established Camp HeartLove, a before- and after-school program serving children ages 5-12 which generated an additional \$45K revenue stream.
- Conceptualized “Dare to be Daniel” and “Preparing to Meet the King” character education programs for teenage boys and girls and initiated “Heart of the Community” to provide adults with educational programming on health, personal finance, and home safety topics.
- Developed and implemented annual education and fundraising events including The Heart of Women educational conference, Treasures of the Heart fundraiser, Wheels for HeartLove fundraiser, and Affair of the Heart back-to-school fair which attracted more than 500 youth and participation of over 20 community organizations and churches.

Notable accomplishments: Established HLP as a food service sponsor for Wisconsin Department of Public Instruction, generating \$350K in annual revenue. Received unaffiliated site vendor status serving 25 sites. Boosted the organization’s profile and attracted several special events to HLP’s banquet facilities, including Governor Doyle’s Grow Wisconsin Forum, the National Black Congressional Caucus, two major debates sponsored by the National Urban League, and monthly “Melodies from Heaven”, a fish fry with live entertainment.

EDUCATION

Master of Science in Human Services, Springfield College | Milwaukee, Wisconsin**Bachelor of Science in Business Administration, Marketing Minor, Morris Brown College | Atlanta, Georgia****Strategic Perspectives in Nonprofit Management Program, Harvard Business School, Executive Education | Boston, Massachusetts****African American Leadership Program, Cardinal Stritch University | Milwaukee, Wisconsin**