

Rebecca Rodriguez

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Core Competencies

Motivated and effective pragmatic idealist with a deep understanding of nonprofit and philanthropic operations. Recognized for ability to tackle complex concepts and projects; turned around a nonperforming nation-wide initiative (grant) by increasing participation 31%; introduced technology to streamline systems and processes that saved labor intensive workloads by 25%.

Project & Program Management
Strategic Plans
Resourceful, Expert Implementation
Continuous Improvement

Grant Administration/ Accessing Capital
Theory of Change/ Logic Models
Sourcing Relationships/Collective Impact
Bilingual: English/ Spanish

Professional Experience

Principal & Consultant, For the Philanthropist

BUCHANAN DAM, TX

1/ 2014 – present

- Identify better strategies in and for communities; research, share best practices and experience by providing technical support to include strategic planning, governance, program design, outcomes achievement, creation of policies and procedures, and mission integration to achieve and scale impact.
- Conduct market research for funding; advise on how to position organization to leverage opportunity; advisor and writer, draft documents, and correspondence for internal & external audiences, develop logic models and outcome measures, protocols for qualitative and quantitative evaluation.
- Manage all aspects of business to include contractors. Author of *The Nonprofit Workbook: Tips & Best Strategies for Start-Ups Serving the Greater Common Good*.

Grants & Community Investments Administrator, CHRISTUS Health

HOUSTON, TX

1/ 2017 – 10/2019

- Implemented, managed, and monitored progress of a \$6M portfolio of four programs (two grant, one scholarship, & impact investing) on a national and global level with the intent to improve quality of life for underserved and vulnerable populations. Responsible for full lifecycle of grant process.
- Performed extensive due diligence, reviewed/assessed, analyzed and interpreted raw data, i.e. financials, legal issues, budgets, interim and final reports to ensure wise decisions and grant governance compliance with program guidelines.
- Prepared for & lead board advisory meetings; provide timely updates to decision makers; ensured accuracy, clarity, & transparency. Created strategy documents, learning materials for all participants, policies, and procedures.
- Monitored landscape as it relates to best practices, innovative projects, programs that align with priorities: education, housing, healthcare, immigrants, economic development, and environment.
- Represented organization, served as a resource and technical support to all grantee inquiries on strategic direction, program planning, tracking outcomes, policies & procedures, budgetary, technical inquiries, best practices, and trends. Conducted site visits, hosted webinars. Supervised administrative support. Worked cross-functionally with the finance department. Maintained databases (CRM).

System Improvement Specialist, Discover Goodwill Southern & Western Colorado

COLORADO SPRINGS, CO

11/2010 – 3/2013

- Assessed, designed, and implemented the ongoing analysis of four programs serving nearly 15k low- and moderate-income seniors and special need populations through research methods to evaluate effectiveness, efficiency, and ease of access for services to improve quality of life using qualitative and quantitative data.
- Organized multiple projects to include timelines, building and reviewing budgets, milestones; negotiated outcomes to track with staff, developed and implemented monitoring and evaluation metrics and trended data including key performance indicators; shared vision & engaged staff to identify program

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weaknesses, duplication of efforts, inefficient systems which resulted in new processes, increased census and one program exceeding \$1M in revenue, a 16% increase over previous year.

- Facilitated learning among staff of roles and responsibilities from cross-disciplinary departments through regular group dialogue and built relationships of trust; fostered and maintained a learning culture.
- Served as management support in daily operations and training of staff for a health and human services organization. Subject matter expert with government contracts, rules, and regulations.

Grant Management, Program Support, JA Worldwide

COLORADO SPRINGS, CO

3 - 11/ 2010

- Initiated, coordinated steps & built a nationwide network of collaborations, promoting teamwork which resulted in a 31% increase in participation for a \$5M Job Shadow Initiative promoting workforce readiness.
- Worked with corporate funder/ partner to stabilize program through regular communication.
- Collaboratively worked with & supported 90 grantees as primary contact and resource to ensure compliance, fidelity of program to drive impact and achieve success. Communicated through one on one/conference calls, emails. Prepared weekly progress reports to identify strengths and weaknesses.
- Observed, analyzed, and communicated program issues with recommended solutions which facilitated meeting goals; ensured project deliverables were met timely and within budget.
- Maintained progress and status reports on a regular basis relating to budget, accuracy, and milestones.

Director Foundations & Corporate Relations, Biblica, Inc.

COLORADO SPRINGS, CO

3/2008 – 3/2009

- Increased revenue by 11% by prospecting and forming collaborations with new corporate clients.
- Explored and developed survey tools to track project and program impact using qualitative and quantitative methods to ensure grant compliance; liaison to grantors / grantees. Responsible for maintaining CRM.
- Supervised two consultants, managed 80 donor accounts, and supported 12 grantees.
- Participated in and managed the Combined Federal Campaign resulting in a 32% giving increase.

Development Director, Peak Vista Community Health Centers Foundation

COLORADO SPRINGS, CO

10/ 2006 -3/ 2008

- Represented the organization in the roll-out a new department with external stakeholders; creation and alignment of the strategic planning process with Board Members & management; created and managed department budget and the formation of policies and procedures, all marketing material.
- Provided leadership to and supervised staff of two: grant writer and administrative support.
- Obtained Opportunity Zone inclusion resulting in economic revitalization & expansion of services.
- Managed life cycle of relationship management software consolidating archaic databases to produce a useful donor database (CRM).

Development Manager, JA Worldwide

COLORADO SPRINGS, CO

10/ 2000 – 2/2006

- Managed, served as the national point of contact for a \$1M grant portfolio to include corporate clients/funders. Liaised between various departments to ensure compliance and implementation.
- Executed Board Member and annual campaign for two years resulting in double-digit revenue increase.
- Supervised administrative support; ensured informational integrity in relational database (CRM).
- Coordinated a portion of an event for three years working across teams, sectors, and functions for a global annual learning event with nearly 1,000 attendees.

Education

Master of Public Administration, University of Colorado, Colorado Springs, CO

Bachelor of Arts, Communication, University of Texas, Arlington, TX