

TAMMY D. GREER

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Professional Skills & Expertise

- ★ Exceptional grant-seeking and writing skills
- ★ Successful resource development record
- ★ Budget and fiscal management experience
- ★ Strong analytical skills
- ★ Strategic planning expertise
- ★ Community partnership development experience
- ★ Focus on compliance, transparency, and accountability
- ★ Systems-building experience
- ★ Excellent public-speaking skills
- ★ Marketing and communications expertise
- ★ Extensive reporting experience
- ★ Creative, solution-focused problem-solving abilities
- ★ Resourceful, flexible, transparent team member
- ★ Positive leadership style and ability to foster staff morale and productivity

Education

Master of Public Administration; United States International University, San Diego, CA

Bachelor of Arts - Interdisciplinary Humanities; University of West Florida, Pensacola, FL

*Also completed doctoral level coursework in Quantitative and Qualitative Analysis and Research Methods;
Florida Atlantic University, Boca Raton, FL*

Administrative Experience

❖ **Executive Director/CEO** *Gulfcoast Legal Services; St. Petersburg, FL 10/2016 to present*

Duties include securing funding to maintain operations, increasing budget from \$2.3M in 2016 to over \$4.2M in 2021, with another \$300k currently pending; ensuring grant deliverables are met in compliance with funding and within budget; increasing private donations and securing new donors; working with State and Federal elected officials to advocate for and develop policies, particularly around evictions in Florida; supervising staff of up to 49 employees and numerous volunteers at five office locations and remotely during the pandemic; working with Board of Directors to establish goals, strategies and standards for the agency, including leading strategic planning initiatives; diversifying and training the membership of the Board of Directors; developing human resource and finance policies and procedures to ensure adequate internal controls; maintaining financial stability and developing growth strategies for multiple revenue streams (currently 68 simultaneous grants); overseeing accounting and fiscal management included preparation and presentation of monthly, quarterly and annual P&L reports for Board of Directors and reports to funders; increasing public awareness of agency; serving as media and community spokesperson; reviewing and signing agency contracts and executing MOUs; monitoring subcontractors for compliance; overseeing procurement process of contracts in compliance with Federal guidelines; etc.

❖ **Chief Operating Officer** *Gulfcoast Legal Services; St. Petersburg, FL 11/2015 to 10/2016*

Duties included assisting the executive director with program administration; preparing project and agency budgets and Federal drawdowns of funds; facilitating project development; identifying private foundations, corporations, and individual donors to support programs; researching and writing grant proposals to support organizational objectives, including overcoming a \$796,000 budget loss in 2015 by securing more than \$800k in new grant funding; monitoring Federal and State legislation; providing regular reports to the Board of Directors and funders; facilitating project development; preparing official correspondence; developing fiscal policies and procedures; performing internal review of governance documents; representing the agency at internal and community meetings; coordinating monitoring visits; working with auditors and CFO to prepare financial reports; responding to audit questions; coordinating special projects as assigned, including responding to inquiries during an audit by the USDOJ Office of the Inspector General in 2015-16; etc.

❖ **Director of Compliance & Special Projects** *Lutheran Services Florida; Largo, FL 2/2015 to 11/2015* (Temporary Position) Duties included assisting the Executive Vice President of Children & Head Start Services with program start-up to implement three regional (in Duval, Pinellas, Palm Beach Counties) Federally funded HHS projects; training staff on grantwriting; facilitating project development; identifying private foundations, corporations, and individual donors to support Head Start programs; monitoring Federal and State legislation; providing regular reports to the LSF HS Board of Directors and funders; coordinating executive leadership meetings; facilitating project development; preparing official correspondence; developing governance policies and procedures and serving as liaison to the LSF HS Board of Directors; performing internal review of governance documents; assisting with development of policies and procedures; representing the EVP at internal and community meetings; coordinating re-organization of electronic filing system and protocols to ensure documents are accessible for Federal review; coordinating special projects as assigned; etc.

❖ **Director of Communications & Resource Development** *Children's Services Council/Prime Time Palm Beach County, Inc.; Boynton Beach, FL 7/2010 to 2/2015* Duties included directing all resource development initiatives (averaging approx. \$5 million per year) for the organization; administering departmental budget and preparing reports; organizing, producing, coordinating, and teaching grant-writing workshops; assisting with annual special events; facilitating project development; identifying private foundations, corporations, and individual donors to support projects; researching and writing grant proposals to support organizational objectives; working with community leaders, business and industry partners, Federal and State agencies, other education and social service providers, and local youth development professionals to develop strong partnerships; monitoring Federal and State legislation; providing regular reports to the Board of Directors and funders; preparing and publishing annual report, agency e-newsletter, and all organization collateral materials; administering organizational website; monitoring grant award periods/impending end dates to anticipate future funding needs and priorities; coordinating project development meetings; submitting check requests to reimburse vendors; monitoring budget expenditures; working with administration to develop funding priorities on an ongoing and constantly changing basis to meet emerging community and organizational needs; leading the organization's strategic planning process and reporting; etc.

❖ **Grants Development Director** *Legal Aid Society of Palm Beach County; West Palm Beach, FL 8/2004 to 7/2010* Duties included managing grant-seeking and fundraising initiatives (averaging approx. \$3 million per year) for the organization; assisting with administering agency budget (\$6M+) and preparing reports; organizing, producing, coordinating, and teaching grant-writing workshops for staff and other non-profit agencies; assisting with annual campaign and annual special events including golf tournament, 'bookfest' and major 'black-tie' event; facilitating project development; identifying private foundations/donors to support projects; researching and writing grant proposals to support organizational and unit objectives; working with community leaders, business and industry partners Federal and State agencies, other legal and social service providers, and local legal professionals to develop strong partnerships; monitoring Federal and State legislation; providing regular reports to the Board of Directors, Administration, and the granting agencies; preparing and publishing annual report, agency newsletter, departmental and agency database; monitoring grant award periods/impending end dates to anticipate future funding needs and priorities ; coordinating projects development meetings; submitting check requests to reimburse vendors; monitoring budget expenditures; working with administration to develop funding priorities on an ongoing and constantly changing basis to meet emerging community and organizational needs; etc.

Presentations & Proficiencies

Career Highlights:

- Led efforts that took agency from nearly \$800,000 shortfall to being an additional \$500,000 over budget (net funding increase of approximately \$1.3 million in nine months)
- Funding success rate of at least 75% (typical grant success rate is approx. 30%); 100% success rate with US Department of Education grants (to date)
- Responsible for bringing all Federal TRIO programs for which it was eligible to Palm Beach Community (now State) College – the first community college in Florida to do so
- Largest single award to date = \$420 million, 10 year design/build/operate proposal to privatize State forensic mental health facility for sexual violent predators
- Experience as college academic and financial aid advisor; clinical research coordinator; grant-writing and development consultant; small business owner; and also assisted various individuals with business start-ups

Presentation/Publication Topics:

- Identifying Prospective Funders
- Grantwriting (Beginner to Advanced)
- Managing Federal and State Grant Funds
- Performance-Based Outcomes/Data Tracking
- Strategic Planning and Project Development
- Effective Writing Techniques
- Marketing & Outreach Strategies
- Comprehensive Systems Planning

Computer Proficiency:

- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, SharePoint, Access, Visio, etc.)
- Blackbaud/Raiser's Edge, DonorPro and Salesforce Fundraising Databases
- Blackbaud Financial Edge and Sage MIP Accounting Software
- Constant Contact, Survey Monkey, Doodle, and other web-based communications tools
- Various case management systems
- Electronic Grants Submission Interfaces (e.g., GEMS, Grants.gov, JustGrants, NSF FastLane, Foundant, Neighborly, Cybergrants, etc.)

Key Grant Awards Received and Administered

Federal/State/County Programs:

- Specialized Services to Victims of Human Trafficking (US DOJ)
- Fair Housing Initiatives Program (US HUD)
- Legal Assistance to Victims (US DOJ)
- Violence Against Women Act Funds (US DOJ)
- Victims of Crime Act Funding (US DOJ/FL)
- Educational Talent Search (US Dept of Ed.)
- Educational Opportunity Ctr. (US Dept of Ed)
- GEAR UP (US Dept of Ed)
- Student Support Services (US Dept of Ed)
- Hispanic Serving Institutions (US Dept of Ed)
- Investing in Innovation (US Dept of Ed)
- Paraprofessionals Teacher Preparation Grant Program (US Dept of Ed)
- Advanced Nursing Education (US HRSA)
- Low Income Taxpayer Clinic (US Treasury Dept)
- Informal Science Education & Learning (NSF)
- Advanced Technological Education (NSF)
- Privatization of Sexual Violent Predator Facility (FL DCF)
- Privatization of Forensic Mental Health Facility (FL DOH)
- Community Development Block Grants (Palm Beach, Manatee, and Pinellas Counties, FL)
- State Housing Initiatives Partnership (Pinellas County, FL)
- Privatization of Nursing Home Facility (NM DOH)
- Private Industry Council/Workforce Development Board/CareerSource (Escambia, Santa Rosa, and Palm Beach Counties, FL)

Foundation/Corporate Funders:

- Pinellas Community Foundation
- Bank of America
- Wells Fargo
- PNC Bank
- Florida Power & Light
- Comcast
- Palm Healthcare Foundation
- Tenet Foundation
- Foundation for a Healthy St.
- W.K. Kellogg Foundation
- Quantum Foundation
- Allegany Franciscan Ministries
- Celia Lipton Farris & Victor W. Farris Fnd.
- Selby Family Foundation
- Charles and Margery Barancik Family Foundation
- John L. and James. S. Knight Foundation
- Foundation for a Healthy St. Petersburg
- Lost Tree Village Charitable Foundation
- Community Fnd. for Palm Beach & Martin Counties, Pinellas County, Sarasota County, Gulf Coast, and Greater Tampa Bay
- Robert Wood Johnson Foundation
- United Way agencies (six different locations)
- Jim Moran Foundation
- Publix Foundation
- Florida Blue Foundation
- Foundation for Healthy St. Petersburg