

## Jackie S. Griffin-Doherty, MS

### SUMMARY OF PROFESSIONAL EXPERIENCE:

More than 13 years experience in establishing/maintaining effective resource development for non-profit agencies. Responsibilities have included grant development, contract management, research and development, public speaking, journalism, interviewing, research and editing. Additional responsibilities have included departmental management of staff and coordinating special events. Ability to deal with people from all walks of life and to effectively communicate ideas and directives. Worked independently and as a team member. Secured more than \$20 million in competitive renewals and \$48 million in non-competitive renewals within last nine years at Operation PAR, Inc.

### PROFESSIONAL EXPERIENCE:

- 7/03-present      Operation PAR, Inc., Pinellas Park, Florida  
**Vice President of Development**  
Responsible for developing special member projects; white papers; preparing all reports and board reports on behalf of Chief Executive Officer; developing advocacy marketing, public relations and community education materials working closely with Multi-Media Manager regarding print material and web-based promotional messages; assisting with all SunCoast Keep Kids Drug Free Prevention activities; developing agency's Annual Report, writing major federal grants with CEO and Vice President of Research and Evaluation; assisting in marketing of agency as needed.
- 12/00-6/03      Operation PAR, Inc., Pinellas Park, Florida  
**Vice President of Grants and Resource Development**  
Supervises the Grants and Resource Development Departments. Responsible for developing special member projects; white papers; preparing Board Reports on behalf of Chief Operating Officers; developing agency's \$8 million Annual Operating Plan; Writing major federal grants and handling the final editing all grant submissions from the Grants Department and resource development materials produced by Operation PAR. Resource Development materials include the agency Annual Report; website content; PARTners newsletters; Summary of Services; program brochures, etc. Overseeing; providing technical assistance to clinical services; developing systems and trouble-shooting difficulties and contract barriers; preparing contract quarterly and monthly reports as needed. Coordinating research and development grant submissions; writing correspondence, concept papers and business plans as needed on behalf of President and Chief Operating Officers.
- 6/99-12/00      Operation PAR, Inc., Pinellas Park, Florida  
**Clinical Services Systems Developer**  
Developing legislative concepts; preparing Board Reports on behalf of Chief Operating Officers; developing agency's \$7 million Annual Operating Plan; Writing grants and editing all grant submissions from the Grants Department. Overseeing; providing technical assistance to clinical services; developing systems and trouble-shooting difficulties and contract barriers; preparing contract quarterly and monthly reports. Coordinating research and development grant submissions; writing correspondence, concept papers and business plans as needed on behalf of President and Chief Operating Officers.
- 1/99-6/99      Operation PAR, Inc., Pinellas Park, Florida  
**Grants Development Manager**  
Supervising three Grant Development Coordinators; establishing collaboration among local providers and improving resource development within this substance abuse/mental health care agency. Writing grants and editing all grant submissions from the department.
- 5/98-12/98      Operation PAR, Inc., St. Petersburg, Florida  
**Director of Resource Development**  
Supervising five Resource Development Specialists; managing the daily operations of the department; monitoring and providing contract management; writing grants and editing all documents produced by the department and developing the agency's Annual Operating Plan.
- 5/97-5/98      Operation PAR, Inc., St. Petersburg, Florida  
**Grants Supervisor**

Supervising three Grant Development Coordinators; establishing collaboration among local providers and improving resource development within this substance abuse/mental health care agency. Writing grants and editing all grant submissions from the department.

- 1/96 - 5/97 Operation PAR, Inc., St. Petersburg, Florida  
**Resource Development Specialist**  
Responsible for all aspects of grant writing; generating program concepts and coordinating program development or expansion.
- 10/95-7/97 University of Tampa, Public Information Department, Tampa, Florida  
**Free-Lance Writer**  
Responsible for press releases, alumni newsletter articles and contributed to all university publications.
- 1/94 - 9/95 Governor's Commission on Reduction of Infant Mortality, Raleigh, NC  
**Community Development Specialist; Media and Editorial Consultant**  
Wrote and edited articles for the *Infant Mortality Monitor*, *Annual Report* and *Facilitator's Guide*. Coordinated *Coalition United to Reduce Infant Mortality* meetings and activities. Spoke at public forums throughout Eastern North Carolina to help communities establish and maintain infant mortality and child health projects. Networked with community leaders in more than 50 counties to initiate or sustain infant mortality reduction projects.
- 7/92 - 12/93 Onslow County Health Department, Jacksonville, NC  
**Community Development Coordinator**  
Coordinated community activities and information dealing with infant mortality. Wrote grants, press releases, newsletters and articles on social issues related to a variety of social issues including substance abuse, domestic violence, teen pregnancy, women's health and infant mortality. Promoted women's preventive health services. Served as Chair of the *County Task Force Against Infant Mortality*. Developed the *Mentor Outreach for Mothers* (MOMS) program targeting low-income African American families in three counties.
- 11/90 - 7/92 The Daily News, Jacksonville, NC  
**Staff Writer**  
Responsible for interviewing, researching and writing county government news, including all human services; also wrote in-depth feature articles.

#### EDUCATION:

- 2001 Master of Science Degree, Springfield College, Tampa, FL. Maintained a 4.0 Grade Point Average  
1988 Bachelor of Arts Degree, University of Tampa, Tampa, FL. (Dean's List)  
1984 Graduate of Brandon High School, Brandon, FL. (National Honor Society)

#### COMMUNITY VOLUNTEERISM - BOARD MEMBERSHIP:

- 10/05- Present, President of the Pinellas County Coalition for the Homeless  
10/05-Present, Florida Coalition for Homeless Board of Directors  
9/05 – Present, Vice Chair of the Circuit 6 Juvenile Justice Board  
9/05 – Present, Chair of the Keep Kids Drug Free Prevention Centers (seven sites statewide)  
7/05 – Present, Florida School of Addiction Studies Board of Directors  
10/04-Present, Chair of the Pinellas County Juvenile Justice Council (Elected two terms in 2004 and 2005) and member of the Circuit 6 Juvenile Justice Board  
10/04-10/05, Co-Chair the Pinellas County Coalition for the Homeless Writer's Group Committee;  
5/04-10/05, Co-Chair the Pinellas County Coalition for the Homeless, Resource Development Committee  
8/01-Present, Springfield College Community Advisory Board, appointed Chair in 2003;  
2/96-11/96 For the Children, Inc., Tampa, FL (Non-profit organization for children in foster care.) Board member and Secretary.  
6/93-9/95 Sarah's Refuge, Kenansville, NC. (Domestic violence shelter for women and children.) Board member.  
12/94-10/95 The Eastern North Carolina Poverty Committee. (Regional collaborative of non-profit organizations) Board member and Secretary.

**HONORS AND AWARDS:**

- 12/01 Elected student representative speaker for Commencement Ceremony at Springfield College in Tampa
- 9/95 "Outstanding Volunteer" by the Governor's Commission to Reduce Infant Mortality.
- 9/95 "Special Award" from Sarah's Refuge, a domestic violence shelter in Warsaw, NC, for developing the grant, which funded the County's first shelter for battered women and children.
- 11/93 "Outstanding Individual" by the Governor's Commission to Reduce Infant Mortality.
- 1988 "Outstanding Service Award" and a four-year Presidential scholarship from the University of Tampa.
- 1984 Named among Hillsborough County top high school graduates (top 1% among more than 1,300 seniors).