

Eleanor Blake

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ellieblake.com

- Profile** **Project manager inspired by community-driven, collaborative and creative endeavors**
- Education** **The University of North Carolina at Chapel Hill**
♦ Master of Public Administration, *May 2011*
♦ Certificate in Nonprofit Leadership, *May 2011*
♦ BS in Biology, Minor in Medical Anthropology, *May 2003*
- Additional Training** **Dispute Settlement Center** *Carrboro NC*
♦ 21 hours training in conflict resolution and mediation skills, *10/2010 – 02/2011*
Dismantling Racism *DR Works, Durham NC*
♦ 15 hours training in recognizing and addressing racism, *10/2010*
- Experience** **Board of Directors**
The Human Rights Center, Carrboro NC, 06/2011 – present
♦ Coordinated a conference on human rights comprised of four panels and 20 speakers, a keynote speech, dinner, art installation, and silent auction. Over 150 people attended and over \$1,000 was raised, *4/18/2012*
♦ Maintain mailing list, website and communications
♦ Redesigned and updated website to better represent the dynamic organization
♦ Build partnerships with elected representatives, media and allied organizations
- Artist**
Dream Acts: The Abbey Court Community Art Project, Chapel Hill and Carrboro NC, 11/2010 – 07/2011
♦ Co-wrote and received a \$10,000 grant from the Chapel Hill Public & Cultural Arts Office for a community art project
♦ Built relationships with youth and adult community members through co-creation of art with the goal of sharing residents voices with the wider community
♦ Facilitated classes, activities and events; maintained records and finances
♦ Collaborated with area community organizations
♦ Organized and moderated panel discussion of community leaders, *06/22/11*
♦ Constructed and exhibited resulting art installation comprised of multi-channel video projects, photography and built structures, *06 – 07/2011*
Hidden Voices, Orange County, NC, 03/2012 – present
♦ Provide artistic and logistical support for community-based art and performance projects
Yuxtapongo Artist Collective, NC, 05/2010 – present
♦ Various exhibitions related to social engagement and collective art making
- Board of Directors Secretary**
The Peoples Channel-Durham Community Media, Chapel Hill & Durham NC, 01/2010 – 06/2012
♦ Organized the *Home-Grown, Home-Made* fundraiser celebrating community organizations in Durham in which over 150 people attended and over \$1,000 was raised, *October 2011*
♦ Maintained board documents and recorded meeting minutes
♦ Prepared the budget for the 2011, 2012 and 2013 fiscal years. Review finances monthly to ensure financial health and appropriate expenses
- Manager**
Nightlight Bar & Club, Chapel Hill NC, 05/2012 – 07/2012
♦ Prepared the performance space daily for a diversity of events
♦ Managed leases, vendors, supplies and repairs
♦ Marketed the rental space to new potential clients

Interim Executive Director

General Federation of Women's Clubs of NC, Raleigh NC, 01/2012 – 04/2012

- ✦ Managed office headquarters, activities, and communication with over 150 statewide clubs and over 5,000 clubwomen
- ✦ Planned two large fundraising and conference events in which over 500 participants attended. Planning included promotion, sponsorships, speakers, workshops, awards ceremonies, catering, and facilities and equipment rental
- ✦ Designed and edited spring 2012 edition of quarterly magazine, *NC Clubwoman*. Wrote and designed newsletters and press releases.
- ✦ Facilitated the move of the office to a new location, reorganized files and improved record-keeping
- ✦ Ensured sound financial health through strict review of expenses, effective accounting procedures, preparation of the 2012-13 budget, assets and inventory management, communication with a CPA, preparation of tax form 990, monitoring bank accounts and endowment funds
- ✦ Maintained office supplies, leases and contracts, including copier machines, postage machine, utilities, bank accounts, credit cards, and insurance policies
- ✦ Managed a database and physical records dating back to 1902

Operations Director

Sustain Foundation, Carrboro NC, 05/2010 – 05/2011

- ✦ Maintained internal and external operations, including finances, public relations, fundraising and grant writing
- ✦ Reconciled financial accounts and migrated bookkeeping to QuickBooks
- ✦ Designed and implemented an electronic newsletter and procedure
- ✦ Supervised and supported up to 15 volunteer staff

Citizen Advisory Board Member

Town of Carrboro Human Services Advisory Board, Carrboro NC, 01/2010 – present

- ✦ Reviewed 52 grant proposals, interviewed applicants and recommended nonprofits to receive \$145,000 in town grants, 03/2010 – 05/2010 and 03/2011 – 05/2011

Consultant

Micro-Consulting for North Carolina, Durham NC, 01/2010 – 05/2011

- ✦ Assisted nonprofits with project management, including grant research, grant writing and strategic planning

Administrative Assistant

Wake County SmartStart, Raleigh NC, 09/2008 – 08/2009

- ✦ Conducted advocacy and outreach efforts in support of quality pre-K education in collaboration with area agencies and families
- ✦ Assisted English and Spanish-speaking families with the application process
- ✦ Edited and designed newsletters, reports and online content

Teacher and Course Coordinator

Monterrey Institute of Higher Education, Mexico City, 10/2005 – 01/2008

- ✦ Designed, instructed and coordinated 3 levels of high school United States history coursework aimed at developing students' English communication skills
- ✦ Managed workflow and performance records for two instructors and 120+ students
- ✦ Trained in youth counseling and communication

Finance Assistant

MEASURE Evaluation, Chapel Hill NC, 10/2003 – 08/2005

- ✦ Maintained contract, overhead, and trust accounts for the USAID-funded global health research organization
- ✦ Worked remotely with three partner organizations
- ✦ Coordinated global travel and workshops for researchers working in Africa, Central and South America and East Asia

- Research
- The Impact of High Speed Internet in North Carolina**
UNC MPA Capstone research project, 07/2010 – 05/2011
- ✦ Researched the impact of high speed broadband on economic, social and educational indicators in North Carolina’s 100 counties
 - ✦ Presented paper, findings and recommendations at the Capstone Conference on Practical Research for Public Officials, UNC MPA program, 4/20/2011
- Independent Study in Policy Research and Analysis**
UNC MPA Program, 01/2011 – 05/2011
- ✦ Researched policymaking and policy analysis methods conducted by a variety of organizations in North Carolina, including the NCGA Program Evaluation Division and the North Carolina Center for Nonprofits
 - ✦ Conducted informational interviews with policy research practitioners and policymakers
 - ✦ Produced a research paper about neutrality versus advocacy in nonprofit policy engagement
- Survey of Grant Monitoring Best Practices**
UNC MPA research for the Golden LEAF Foundation, Rocky Mount NC, 01/2010 – 05/2010
- ✦ Surveyed grant monitoring and evaluation practices to gauge the extent to which grantors accounted for and evaluated award impact
 - ✦ Interviewed leaders from eight diverse foundations throughout the country, including the Duke Endowment and the Z. Smith Reynolds Foundation
 - ✦ Compiled reference material, including organizational structure data, grant application and reporting forms, and grant-making processes of each foundation
- Skills
- ✦ Proficient in Mac, PC, Microsoft Office, QuickBooks, Photoshop, InDesign, iMovie, SPSS, Qualtrics, iContact, and Prezi
 - ✦ Website management; proficient in Squarespace, Weebly and WordPress
 - ✦ Grant writing
 - ✦ Research methods
 - ✦ Document and publication design, spreadsheet building
 - ✦ Advanced written and spoken Spanish