

JODI R. OVERMAN

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OBJECTIVE

To apply my background in nonprofit education, grant research and application, fiscal management, budget design, communications, and project management in a fast-paced, engaging environment in service of others.

EDUCATION AND CREDENTIALS

GRAND VALLEY STATE UNIVERSITY, AUGUST 2017 - PRESENT

Working towards Master's in Philanthropy and Nonprofit Leadership; focus to date has been on nonprofit boards, organizational theory, nonprofit management, nonprofit financial management, nonprofit and philanthropic collaboration, and ethics

NATIONAL UNIVERSITY

M.S. in Educational Administration

California Preliminary Administrative Services Credential

UNIVERSITY OF MICHIGAN

B.A. in Spanish, TCP, minor in English, TCP

Curriculum of Spanish (grammar, culture, literature) and English (literature, grammar); also numerous Communications courses

EXPERIENCE

CALVIN COLLEGE

Director of Grants and Foundation Relations—April 2016 to June 2019

- ❖ Met with corporate and foundation leaders to promote Calvin College programs and to seek funding
- ❖ Coordinated with grant directors and financial services staff to ensure that compliance protocols were followed
- ❖ Led team of three writers and grants experts in annual and strategic planning with key performance indicator monitoring
- ❖ Developed internal and external partnerships to execute projects
- ❖ Oversaw federal, state and foundation grant applications
- ❖ Worked with college faculty and staff to ensure grant supports were provided, including all stages of grant work
- ❖ Stewarded positive, mutually beneficial relationships with funders and partners

GROSSMONT UNION HIGH SCHOOL DISTRICT — LA MESA, CA

Director of Categorical Programs and Grants—June 2006 to March 2016

- ❖ Led teams of 4 – 11 faculty and staff
- ❖ Served as District Director for Advancement Via Individual Determination (AVID), a national system designed to prepare under-served, at-risk high school students for the rigors of college, oversaw implementation at 10 high schools

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- ❖ Served as Compliance Coordinator for Federal Program Monitoring (Titles I, II and III, English Learner Programs, Adult Education, Fiscal Monitoring, Uniform Complaint Procedures, After School Programs)
- ❖ Served as liaison between guidance staff at 12 high schools and district office
- ❖ Co-Chaired Counseling and Student Support Team of East County Education Alliance, a partnership between the Grossmont Union High School District and the Grossmont-Cuyamaca Community College District
- ❖ Oversaw creation and implementation of school site plans and district plans
- ❖ Oversaw up to \$8 million in federal, state and local categorical programs and grants annually
- ❖ Designed, applied for, received and implemented grant programs through federal, state and foundation sources
- ❖ Served as Community Action Service and Advocacy Board Member

SWEETWATER UNION HIGH SCHOOL DISTRICT — CHULA VISTA, CA

Grants Manager—September 2002 to May 2006

- ❖ Assisted with Public Relations and Communications for the entire Sweetwater District, including written and visual news reports and crisis communications
- ❖ Generated positive news leads for school and district wide programs and events
- ❖ Researched state, federal and private grant funding opportunities
- ❖ Worked with team of grant writers to bring in more than \$11 million annually
- ❖ Wrote narratives and designed multi-million-dollar budgets for grants
- ❖ Helped to monitor more than 70 district and site grant budgets at a time
- ❖ Coordinated and implemented district events such as Alumni Hall of Fame, Employee Appreciation, Employee Recognition and Principal for a Day
- ❖ Managed Grants and Communications website
- ❖ Conducted workshops for district employees seeking to learn to write grants
- ❖ Member of California School Public Relations Association

MEMBERSHIPS, TRAININGS, AND SKILLS

- ❖ Bilingual in Spanish
- ❖ Trained in grant research and application protocols and processes
- ❖ Trained in use of Salesforce, funding opportunity databases
- ❖ Member of Association of Fundraising Professionals – West Michigan; Participated in peer mentorship program 2018-2019
- ❖ Member of Colleges of Liberal Arts – Sponsored Programs
- ❖ Board Member Certification – Johnson Center for Philanthropy
- ❖ Leadership Grand Rapids Cohort 2017-2018, Grand Rapids Chamber of Commerce

REFERENCES

AVAILABLE UPON REQUEST.