

# KELLY MANNING

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**Program Director** with experience and training in program development and management. Focused experience in community outreach, communications, procurement, grant management, and relationship building. Hold a Certificate in Non-Profit Management from the Foraker Group.

Experience in education and training across a wide range of age groups and skill levels, including youth and adults, college level instruction and professional development instruction, which has provided me with the ability to target communication of a wide range of information to the skill level and communication needs of a given audience.

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## MANAGEMENT SKILLS

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*Program Development*

*Grant Management*

*Relationship Building*

*Staff Recruitment & Retention*

*Community Engagement*

*Facilitation*

*Organizational Development*

*Budget Management*

*Marketing & Communication*

*Community Outreach*

*Contract Procurement & Development*

*Training & Curriculum Development*

*Strategic Planning*

*Fund Development*

*Staff Training*

*Trainer Evaluation & Coaching*

*Event Coordination*

*Technical Writing*

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## PROFESSIONAL EXPERIENCE

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### STATE OF ALASKA, DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT,

**JUNEAU, ALASKA Assessment Administrator**, February 2021-Present

As a member of the Division of Innovation and Education Excellence team, provide oversight for statewide education assessment. Manage assessment activities and statewide oversight, ensuring compliance with federal Department of Education assessment requirements and regulations. Oversee public communications and district outreach. Supervise Assessment team and ensure consistent messaging and technical support are provided to districts statewide.

**Key Results:**

- ✓ Oversight of PEAKS, statewide assessment implementation during COVID-19, including management of changing deadlines between districts, department, and vendors.
- ✓ Coordination of procurement process for a new, statewide assessment system that incorporates innovative assessment practices.

### STATE OF ALASKA, DEPARTMENT OF HEALTH AND SOCIAL SERVICES, JUNEAU, ALASKA

**Social Services Program Officer**, 2017-2021

As a member of the Division of Juvenile Justice (DJJ) senior management, provide oversight for statewide juvenile justice initiatives and federal grant programs. Manage grant budgets and activities, coordinate statewide committees and stakeholder groups, oversee staff recruitment and development, and implement division mission and vision. Participate as a member of the Senior Management team in developing division-wide mission and strategic plan and support implementation. Oversee public communications, including development of the monthly newsletter and updates to the division website.

**Key Results:**

- ✓ Successfully generated over \$1,250,000 in Federal grant funding within first two years in position.
- ✓ Participated in and managed the planning phase for a statewide systems change project, coordinating statewide staff and federal resources for the project.
- ✓ Revised and engaged staff buy-in for the Reducing Out-of-Home Placement initiative in the Bethel district, a federally funded grant initiative aimed at developing services and supports in rural communities.
- ✓ Served as the division representative on the Governor's Council for Disabilities, Special Education Subcommittee.
- ✓ Provided oversight for five statewide, federally funded grant programs - including coalition work with sub grantees, tribes, state boards, and community partners.
- ✓ Provided leadership and oversight for three statewide initiatives, ensuring consistent implementation of goals and outcomes with senior managers throughout the state.
- ✓ Revamped and increased output of monthly division wide newsletter

**REACH INC, JUNEAU, ALASKA**

Non-profit agency providing support to individuals experiencing developmental disabilities.

**Community Programs Director, 2012-2017**

Developed and coordinated Community Art Studio programming and Community Outreach programming for a disabilities services agency. Oversaw budget, fund development, staff recruitment and development, and program vision and mission. Participated as a member of the Senior Management Team to coordinate agency wide integration of services.

***Key Results:***

- ✓ Implemented Community Art Studio program vision and planning that increased participation and attendance by 30% over two years.
- ✓ Developed curriculum and course outlines, in partnership with community instructors, for community arts programming.
- ✓ Professionalized Community Art Studio marketing, website, and promotional materials to ensure quality programming and community engagement.
- ✓ Created fund development activities that increased community giving, decreased dependence on mini-grants, and balanced fundraising costs to maximize fundraising revenues.
- ✓ Implemented corporate sponsorship program for Community Art Studio that further diversified unrestricted revenue streams.
- ✓ Developed Community Inclusion (Outreach) programming to increase engagement for individuals with disabilities. Highlights included overseeing development of: Cooking classes followed by volunteering to cook at women's shelter, summer outreach camp for youth, and coordination of a women's self-defense class with individualized instruction.
- ✓ As a member of the Senior Management Team, assisted with the visioning, planning, and implementation of an agency wide reorganization of services. Included reallocation of programming and staffing, and space planning for better integration of services.
- ✓ Engaged in local and statewide arts committees and workgroups to develop and promote arts opportunities in Alaska.

**Training Manager, 2010-2012**

New position to develop Training Curriculum and manage the Training Program for over 350 REACH Employees.

***Key Results:***

- ✓ Designed and administered a Training Curriculum for over 350 staff based on State and Federal Direct Service Standards, building agency training from the ground up.
- ✓ Procured and implemented an online training platform that incorporated standardized trainings and agency developed content.
- ✓ Developed tools for evaluating training programs, trainers, and curriculum.
- ✓ Made use of training evaluation tool to make recommendations for the implementation of an online training program for staff.
- ✓ Managed REACH's participation in a Federal Direct Service mentoring program, including direct mentoring of up and coming staff.
- ✓ Developed training materials including PowerPoint presentations, manuals, and internal promotional flyers.

**STATE OF ALASKA, DEPARTMENT OF HEALTH AND SOCIAL SERVICES, JUNEAU, ALASKA****Grant Manager, 2008-2010**

Worked within the procurement unit for Health and Social Services specializing in Contract Management for Statewide contracts ranging from personal services to IT Procurement.

***Key Results:***

- ✓ Managed State Contracts for Health and Social Services Department, including: Planning with program teams to identify contract needs and scope of services; drafting and designing Request for Proposals to meet program needs within state guidelines and procurement regulations; training program teams on state guidelines for contract proposal review and overseeing review and selection of contractors; drafting contract specifications and scope of services from the Request for Proposals and selected contract proposal; management of contract requirements through closure of contract, including processing of payment requests from the contractor.
- ✓ Managed varied load of contracts and Request for Proposals across a wide range of contract services, including procurement of online learning programs, medical professionals, transcription services, and event coordination services.
- ✓ Maintained understanding of current State of Alaska Procurement Regulation and implemented State Policy and Procedure.

**UNIVERSITY OF ALASKA SOUTHEAST, DEPARTMENT OF HUMANITIES, JUNEAU, ALASKA**

**Adjunct Instructor, 2012-2016**

As a member of the Adjunct Faculty at UAS, provided instruction for 100 level Composition courses as requested.

***Courses Taught:***

- ✓ English 110, Fall 2012. English 111, Fall 2015. English 111, Spring 2016

**EDUCATION & CERTIFICATIONS**

<b>Advanced Federal Grant Management Training (2018)</b>	Department of Justice, Washington D.C.
<b>Federal Grant Management Training (2017)</b>	Department of Justice, Online Certification
<b>Certificate in Non-Profit Management (2014)</b>	Foraker Group, Anchorage, Alaska
<b>Master of Fine Arts, Creative Writing (2008)</b>	University of Alaska, Fairbanks, Emphasis in Poetry
<b>Alaska Teacher Certification (2005 – Present)</b>	State of Alaska, Certified for Secondary English Instruction
<b>Master of Arts in Teaching (2005)</b>	University of Alaska, Southeast, Emphasis in English
<b>Bachelor of Arts in English (2004)</b>	University of Alaska, Southeast

**REFERENCES**

**Deb Riddle**

Current Supervisor

Deb has been my supervisor during my tenure at the Department of Education and can speak to my understanding of Department priorities.

**Kim Champney**

Supervisor at REACH Inc, 2012-2017

I worked with Kim as the Director of the Canvas at REACH from 2012 to 2017. Kim was the Operations Director during my tenure. She can speak to my coordination, teamwork, management, senior leadership, fund development skills, and outreach skills.

**Mercedes Munoz**

Supervisee at REACH Inc

During my tenure at the Canvas, Mercedes held multiple positions that I oversaw and was eventually a direct supervisee at the Canvas Artistic Coordinator. She can speak to my people skills in working with both staff and community partners, grant and program management, coordination, and conflict management skills.

**Diana Stevens**

Supervisor at DHSS Grants and Contracts 2008-2010

Diana was my supervisor when I worked for Grants and Contracts at DHSS, and can speak to my capacity managing to policy, procedure, and state statute. She can also speak to my people skills and ability to manage contracts.