

# NOELLE BAILEY

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## PROJECT COORDINATION | OUTREACH | EVENT PLANNING | OFFICE MANAGEMENT

Individual with extensive and diverse work experience, seeking a position where applied professional experience can add immediate value to an organization, highly skilled in community outreach and relations, program management, events planning and coordination, and research and analysis. ***A self-starter, insightful communicator, and strong team player; recognized for an ability to effectively develop and manage complex projects.***

## ACADEMIC PREPARATION/CONTINUING EDUCATION

### **University of Colorado at Denver, Denver, Colorado**

Master of Arts (M.A.): History: Emphasis on U.S. Foreign Policy (December 2015)

*Honors: Member of Phi Alpha Theta*

### **Brooklyn College-CUNY, Brooklyn, New York**

Bachelor of Arts (B.A.): History (June 2008)

*Honors: Recipient of the JPMorgan Smart Start Scholar Award*

### **A-Z Grant Writing Basics, Centage Learning**

(December 2016 – February 2017)

## PROFESSIONAL EXPERIENCE

**UPDATE: Current Position: Senior Director of Equity & Engagement at History Colorado**

### **Outreach and Development Director- Great Work Inc. {2016 – Present}**

As Outreach Director:

- I created and manage a community hub and nonprofit co-working space focusing on youth engagement, education and professional development, this includes building a contract for all members of the space, developing a series of guidelines for all who utilize the space, identify and interview all current and future members, maintain budget and financial records for community hub and engage in outreach with the surrounding Jefferson County residents.
- Established partnerships and relationships with community organizations throughout the Greater Denver region.
- Developed workshops and events to elevate the organizations role as a community resource.
- I created and launched Great Conversations, a professional pedagogical development program for educators. This involved vetting and soliciting presenters, interviewing educators on where I can best suit them with the PD they require, handle and oversee all travel arrangements for speakers and trainers and create Professional Development certificates for each attendee.
- I oversaw creation and stabilization of a youth-run coffee shop in Denver (Pinwheel Coffee Shop). I oversaw budget and financial planning for coffee-shop needs, hired baristas, engaged with the media and advertisers and helped maintain a calendar and schedule.
- Some of my other responsibilities include outreach to overlooked communities and families, and to public school districts, member of the diversity team, help plan fundraising events, nonprofits working directly with youth, and foundations and donors throughout the Denver Metro Area, fund development, coordination and content creation for presentations, in depth workshops, and multi-disciplinary talks; event planning including negotiating and managing facility, speaker and logistical contracts; creating and maintaining databases, web content and other communications material; and supervising event and volunteer staff.

### **Program Manager/Special Projects Coordinator - Bailey Consulting Group {2014 – 2017}**

Bailey Consulting Group is a sole proprietor owned philanthropic consulting firm. Initially hired as Special Projects Coordinator, promoted to Program Manager in January 2015 for high-profile foundations and nonprofit client organizations located in Colorado and across the United States.

- **Project Management:** A sampling of projects include serving as project lead or as part of consultant team on a diverse set of philanthropic initiated projects including a Colorado based funder collaborative to support and build capacity of organizations working with youth and parents to improve education experiences and results for low-income students; supporting the Ford

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Foundation to build capacity of and grow the nonprofit sector to implement successful civic engagement strategies in low-income and communities of color in post-bankruptcy Detroit.

- **Community Outreach and Relations:** Performed community outreach and optimized client's community outreach capabilities; established and maintained strong community relations; advised, identified and arranged technical assistance, and assisted in developing and facilitating client trainings and community education.
- **Research and Analytics:** Performed research and analysis for client organizations utilizing print and electronic literature, scholarly journals and relevant articles accessed via the web and government statistical sites; for example, researched and prepared a formal analysis on statewide issues, demographics, political environments, and voter engagement trends for four Southwest U.S. states. Additionally, collected and analyzed secondary and primary opinions utilizing social media sites and direct community or participant interviews.

## **Intern- Community Democracy Workshop, Seattle, Washington {2014}**

High-profile internship with the Community Democracy Workshop (CDW); a project of Philanthropy Northwest. Tasked in researching and analyzing the influence of place-based philanthropy in community change efforts and overseeing logistical support activities for the organization's leadership team by scheduling and coordinating meetings and quarterly organizational events in locations across the US.

## **Graduate Student Research Assistant- University of Colorado at Denver, Denver, Colorado {2011 - 2012}**

Selected to participate as part of graduate research team; tasked in working independently and also within a group setting in the research, analysis, and transcription of an academic book titled, "Unemployment, Welfare and Masculine Citizenship" by M. Levine-Clark-- a tenured history professor at UCD.

## **Position Summary – Event Planner – New York, New York {2001-2010}**

### **SPA Nightclub- 2001-2005**

### **Home/Guesthouse Nightclub 2005-2007**

### **Quo Nightclub- 2007-2010**

Customer service, management, and supervisory experience in the hospitality industry while attending school during the day in New York City highlighted by management, marketing and promotions; client relations; event planning and scheduling; staff hiring, supervision, training and development. Complete list of clients and positions available upon request.

## OTHER RELEVANT INFORMATION

- **Strong Computer Skills:** Windows and Mac OS X and all associated software and applications to include Microsoft Office Suite (Word, Excel, PowerPoint), as well as web-based researching strategies.
- **Communications:** Comfortable speaking to large and diverse audiences; experienced in social media platforms including Facebook, YouTube, Instagram, LinkedIn, and Twitter.
- **Travel and Time Flexibility:** Accustomed to and willing to travel as required. Able to work flexible schedule as needed to accommodate position needs.

## REFERENCES

Strong professional references available.