

#### SUMMARY OF QUALIFICATIONS

- Design and implementation of grantmaking strategies rooted in trust-based philanthropy and relationship building to advance strategic goals around equity, justice, inclusion, engagement and belonging.
- Support inclusive, collaborative internal processes around operationalization and implementation of a new strategic plan, including new approaches to grantmaking, process/systems improvement, usage of data, metrics, and evaluation.
- Learning and community-informed mindset focused on lifting up the expertise of nonprofit and community partners.
- Native Spanish speaker

#### EDUCATION

- University of Denver - Josef Korbel School of International Studies June 2013  
MA in International Development Denver, CO
- Universidad Autónoma de San Luis Potosí June 2009  
Ciencias de la Comunicación San Luis Potosí, México

#### PROFESSIONAL EXPERIENCE

##### Rose Community Foundation- Denver, CO

October 2017 to date

Community Impact Officer, January 2022 to date

Associate Program Officer, March 2019 – January 2022 | Program Assistant, October 2017 – March 2019

- Manage a variety of grant portfolios totaling over \$5 million dollars, serving as the primary point of contact for grantee partners. Duties include developing grant opportunities (RFPs, special initiative applications, capital grants, etc.) sourcing potential grantees, partners and community needs and opportunities, research issue ideas, review grant applications and conduct due diligence, including assessing alignment with strategic goals and funding priorities, analyzing organizational goals and project plans, interpreting financial data, conducting site visits, and present grant proposal summaries to inform staff, committee, and board decision-making.
- Design and implement internal and external projects and special initiatives to advance the Foundation's goals, including the management of work plans, project reports and budgets.
- Oversee fiscally sponsored projects and other special funds and initiatives and provide technical assistance support and thought partnership (Newcomers Fund, Refugee Integration Fund, Colorado Education Organizing Collaborative, among others)
- Help manage the electronic grant and grantee files in the Foundation's grants management system and CRM database.

##### Healthy Learning Paths- Westminster, CO

December 2014 – October 2017

Program Director, May 2016 – October 2017 | Program Associate, December 2014 – May 2016

- Manage school, community, and special event programs, including development and implementation of new programs, coordination and oversight of existing programs, and supervision of Health Instructors and Program Assistant
- Development and Fundraising: secure exhibitors and sponsors for two annual fundraising events. Serve as main contact for all exhibitors, donors, sponsors and other vendors for annual fundraising and other special events. Created letters and other materials for donor and sponsor acknowledgement.
- Bilingual instructor: lead interactive lessons about physical and mental health for students from Preschool to 1st grade in English and Spanish. Provided translation for Parent programs and other community events and translated curriculum, evaluations, and other communication materials from English to Spanish.
- Collected and aggregated data for program monitoring and evaluation; created reports for stakeholders, grants, and program evaluations.