

## Eunice Graves

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### OBJECTIVE

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Director of a Nonprofit Organization serving the homeless and disadvantaged

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### PROFILE

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- Seasoned professional who understands the dynamics of nonprofit culture.
- Creative visionary who brings ideas to fruition.
- An extraordinary ability to build close-knit teams and elicit loyalty.
- Committed to improving the lives of children, families, and communities.

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### EXPERIENCE

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INSIDE, Gary, IN 2001-present

An organization dedicated to providing shelter and job training to the homeless

#### Assistant Director

- Recruited diverse team and cultivated collaboration through numerous team-building projects including diversity training, conflict management meetings, and community outreach programs.
- Managed a \$245,000 budget, which included operations, public relations, and payroll expenses.
- Instituted training and programs that achieved measurable improvement in job placement for clients.
- Researched and recommended specific vendors for improved facilities management, resulting in reduced costs and more efficient operations.

KELLY'S, Indianapolis, IN 1996-01

A nonprofit retail outlet selling used items to raise funds for the organization

#### Program Manager

- Consistently developed successful programs within strict deadlines and budgets.
- Maintained daily contact with volunteer sales associates to communicate goals, measure progress, and maximize performance.

HAVE A HEART, Indianapolis, IN 1993-96

The city's only animal shelter with a no-euthanize policy

#### Program Coordinator

- Trained up to 15 volunteers in the safe and humane care of dogs and cats, some of which were housed in the shelter for as long as six months before being adopted.
- Implemented and monitored a puppy training program that encouraged teens to be volunteer trainers once a week.

Additional relevant experience:

ELDERCARE, Gary, IN

A senior center for low-income citizens

#### Recreation Facilitator

- Gained understanding of the great need for nonprofit organizations that support our society's disadvantaged elderly.

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### EDUCATION

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Humanities, St. John Fisher College, Rochester, NY