

BEVERLY CARLTON

Objective

Executive Administrative Management

Functional summary

Provides leadership to fulfill the mission of the corporation. Responsible for reporting to the Board of Directors and managing staff. Most important role is to develop, design and implement the organizations strategic plan; also responsible for the day-to-day office processes that include managing staff and committees. Responsible for developing the business plan for the future of the organization as well as developing the organizational culture by leading the organization. Facilitate community awareness programs while developing open lines of communication throughout the community at large while working with the business, social, and legislative community, familiarizing these groups with low-income community economic development needs, its goals and objectives.

Employment

1998 – present Olive Hill Community Economic Development Corporation, Inc
420-C West Fleming Drive – P.O. Box 4008, Morganton NC 28680

Executive Director

Affordable Housing Program management and development
Grant management and resource development
Contract negotiations and funds administration
Work with low-income families to identify affordable/accessible housing
Do public relations, public speaking and program marketing
Business Development and Economic Empowerment Program Management

1979 – 1997 Blue Ridge Community Action Agency, Inc

800 North Green Street, Morganton, NC 28655

Intake Specialist II

Created and Managed Centralized Computerized Management Information System for 12 programs. Verified incomes, completed eligibility for program services and monthly reports system for all programs.

1990 – 1992 – Weatherization & Housing Specialist – Spec write-ups for the weatherization and housing rehabilitation programs.

Education

1988 – 1990 Western Piedmont Community College – Morganton NC

Pre-Business Administration

Associates of Arts

1990 – 1992 Lenoir Rhyne College – Hickory NC

Business Administration – Bachelor of Arts

1996 BRCA Financial Management

1999 – NC Rural Center Rural Economic Development Institute

2000 – Housing Development Finance Professional Certification Program, NDC

2003 – UNC-Chapel Hill Community Development Administration

2004 – The Grantsmanship Center – Grantsmanship Training

William Lee Kiser



EXPERIENCE

Western Piedmont Community College – Morganton, North Carolina

2007 – Present

Dean of Continuing Education

Serve the people of Burke County in a leadership position for a key academic division that provides opportunities for growth and development from non credit classes to seminars and workshops for established professionals.

Manage the day to day operations of a staff of ten professionals and over 150 part time instructors that serves over 5,000 citizens.

Responsible for a \$2M annual budget.

Work closely with local, regional and state officials in the development and delivery of workforce training and vocational skill development

2000 – 2007

Dean of Natural Science and Engineering

Managed an academic division that provided workforce training and college transfer education in the areas of science, technology and engineering.

Responsible for a \$1.8M annual budget.

Malcolm Pirnie Consulting Engineers – Charlotte, North Carolina

1999 – 2000

Senior Project Engineer

Provided owner's agent services for local government clients in the procurement of design, build and operation of water resources management projects throughout the United States.

Developed RFQs and RFPs for projects ranging from \$5M to over \$40M in value.

Established evaluation criteria for selection of proposals and guided clients through the selection and negotiation process.

EDUCATION

2006 Graduate Certificate in Community College Teaching

North Carolina State University

1998 Master of Engineering in Civil Engineering

North Carolina State University

1983 Bachelor of Science

University of North Carolina at Charlotte

Melissa R. Garrett

Professional Skills and Qualifications

Grants Administration and Writing

- Nine years experience in conducting funding research on individual donors, federal and state resources, and private foundations
- Five years experience researching, organizing, and writing grants to federal departments such as the Department of Education, Department of Labor, Health Resources and Services Administration, and the National Science Foundation
- Researched, composed, presented, and procured grants from foundations, and state and local governments
- Served as a grant reviewer for the Department of Education and the Department of Labor
- Experience communicating with state and federal elected officials for the purpose of acquiring support for grant and other projects
- Seven years experience in grants management and administration for both federal and private foundation grants
- Two years experience awarding and monitoring grants to sub-grantee organizations and individuals
- Experience in needs analysis for granting institutions including oral and written survey assessments and focus groups
- Developed and implemented organization, programs, and individual grant budgets
- Two plus years experience in applied academic research in art history

Supervisory and Teaching

- Nine years instructing in community college setting
- Effective teacher, trainer, and team instructor in university and office settings
- Curriculum development and delivery of new training materials
- Excellent analytical and written communication skills
- Supervised more than eight people in different capacities including support staff, program staff, and student workers
- Three plus years experience recruiting, coordinating, and working with volunteers

Fundraising and Management

- Co-directed Annual Employee Campaign garnering over 50% more donations and participation than prior year. Assisted with all facets of the associated community Annual Giving Campaign.
- Assisted with all facets of an \$850,000 capital campaign including donor prospecting, letter writing, volunteer coordination, direct mailings, and creating publications.
- Assisted with all facets of \$500,000 Annual Campaign (with an ultimate goal of \$1 million) including strategic planning, 4 to 5 direct mailings a year, soliciting major gifts, special events, and donor recognition
- Assisted in designing a \$2.5 million Planned Giving Campaign (with an ultimate goal of \$20 million); duties included organizing mailings, committee meetings, information packets, designing associated literature and forms, and assisting with prospect research and identification.
- Proficient in Raiser's Edge donor software, email, Internet, and Microsoft Office including Word, Excel, Access, PowerPoint, and Publisher
- Four plus years administrative experience in managing operations including fundraising, maintaining office inventory, overseeing facilities maintenance, and coordinating data and scheduling
- Three plus years experience in all aspects of event planning such as coordinating committees and creating publicity for events including an annual arts auction and annual market of regional potters
- Two plus years experience in public relations and image enhancements marketing
- Acted as liaison to local, regional, and state organizations

Jeffrey V. Morse

EMPLOYMENT

April 1980 - Present: Town Manager, Town of Valdese, NC. Responsible for all municipal operations, including development and execution of sustained successful strategies for growth and economic development.

August 1975 - March 1980: Circuit Riding Town Manager (1975-1979). Served as shared municipal manager for six towns and one county in Virginia, fulfilling responsibilities of full-time manager in all areas of governmental services. Areas served: Troutdale, Damascus, Glade Spring, Independence, Fries, Saltville and Bland County. Assistant to County Executive, Washington County, TN (1979-1980). Bottom-line responsibility for purchasing and budgeting; coordinated all department activities.

1973 -1975: Coordinator, Government Training Center, East Tennessee State University (1975). Developed and executed training programs for governmental agencies and departments. Legislative Assistant to Rep. P.L. Robinson and Robert Good, 88th General Assembly, Tennessee (1973-1974). Research and draft legislation, speech writer, press officer. Administrative Assistant, City of Gatlinburg, TN (1974-1975). Managed and developed grant applications, coordinated department activities.

MAJOR PROJECTS

Economic Development

- Managed and participated in multiple projects creating over 1,200 new jobs and over \$100 million in industrial investment to Valdese and Burke County.

Utilities

- Spearheaded construction of a \$14 million Regional Wastewater Treatment Plant to insure service standards for future industrial and residential growth.

Public Policy / Project Management

- Responsible for the successful implementation of a computerized municipal finance accounting system and related IT infrastructure.

PROFESSIONAL / COMMUNITY AFFILIATIONS

International City/County Management Association
North Carolina City/County Manager's Association
North Carolina Industrial Developer's Association

North Carolina League of Municipalities (former Board member, current Environmental Advisory Committee member)

NC Senate's Environmental Review Commission's Permit Fee Committee (Chair)
Burke County Economic Development Council (past Chair)

Burke County Chamber of Commerce (past President)

Burke County Drug Task Force (Chair)

Valdese Tourism Commission (Chair)

Western Piedmont Community College Foundation Director (Vice Chair)
Valdese Rotary Club

EDUCATION

Master of City Management (M.C.M.). East Tennessee State University, Johnson City, TN, June 1975.

B.S. - Political Science and Speech. East Tennessee State University, Johnson City, TN, June 1973.

Chuck Brown

c/o Employment Security Commission

720 East Union Street

Morganton, NC 28655

(828) 438-6161

chuck.brown@ncmail.net

Employment Service Manager II, Employment Security Commission of North Carolina - Morganton, NC

Direct all aspects of the operation of the state employment service office, serving the Morganton and Burke County workforce of 42,000 with a staff of 11. Manage the administration of a comprehensive set of benefit and entitlement programs including: Unemployment Insurance, Trade Adjustment Assistance, Trade Readjustment Allowance, On-the-Job Training Contracts, Food and Nutrition Employment and Training and Work Opportunity Tax Credit. Manage the labor exchange of around 2,000 job orders and approximately 3,300 people placed in jobs annually. Coordinate and direct the activities of the Burke JobLink Career Center – a partnership of workforce agencies including: Western Piedmont Community College, Western Piedmont Council of Governments, Vocational Rehabilitation, and others. Assist Burke Partnership for Economic Development with labor market information and addressing potential Burke County employers.

Accomplishments:

- Implemented on-line filing of Unemployment Insurance claims for Morganton office; improving customer service by reducing wait times, eliminating the need for pre-set appointments and increasing staff efficiency.
- Coordinated successful recharter of the JobLink Center by the North Carolina Commission on Workforce.
- Serve on ESC Managers' Council as liaison to agency executive management.

Terminal Supervisor, Seabarge Agency - San Juan, Puerto Rico

Directed day-to-day terminal operations for a tug-and-barge steamship line, determined labor requirements for efficient discharge and restow of containerized cargo, prepared barge stowage plans according to accepted maritime principles, directly supervised foremen for ILA stevedores and longshoremen during barge operations.

Accomplishments:

- Created new formula to track stevedoring productivity and efficiency, accounting for variety of capital equipment
- Productivity increase from 15 to 20 container moves per hour

Advertising Copywriter, Asian Sources Trade Journals - Taipei, Taiwan and Hong Kong

Created or edited all advertising copy, headlines and photo captions for publication in 3 business-to-business trade magazines. Coordinated with clients from throughout South Asia to provide effective marketing through worldwide distribution.

Accomplishments:

- Established rolling-deadline procedure for submission of materials from account executives, clients and agencies
- Coordinated expansion of Taipei copywriting staff for 4 additional publications

EDUCATION

Bachelor of Arts – University of North Carolina – Chapel Hill, NC

Faculty of Law – University of Southampton – Southampton, England

Helen McInnis

N.C. Rural Economic Development Center
4021 Carya Dr., Raleigh, NC 27610
919.250.4314
hmcinnis@ncruralcenter.org

Summary

Over 10 years of comprehensive experience in economic development ,nonprofit management, business and community development and 16 years of mortgage banking, which includes mortgage lending, retail lending and underwriting.

Senior Associate, CDC Grant Program, 2004-present

North Carolina Rural Economic Development Center, Raleigh, N.C.

Provide operational oversight for the Community Development Corporation (CDC) Program, lobbies North Carolina General Assembly on CDC issues and executes fundraising campaigns to build a sustainable revenue base for rural communities in the areas of housing and business development and lending and financial literacy. Implement grants program, solicits and reviews proposals, negotiates contracts and prepares funding recommendations for N.C. Rural Center's board approval. Deliver comprehensive technical assistance and capacity building to low- to moderate-income community organizations, preparing them to become highly performing, independent and self-sustaining.

Director, Field Operations, 1997-2003

The Affordable Housing Group, Charlotte, N.C.

Provided operational oversight and expertise in funding strategies for U.S. Department of Housing & Urban Development HOME.CDBG and Section 8 Homeownership programs.

Professional Development and Training

- Certificate of Board Certification Development, Blue Cross Blue Shield, 2008
- Public Executive Leadership Academy Program, School of Government, University of North Carolina at Chapel Hill, 2006
- Rural Economic Development Institute, N.C. Rural Center, 2002
- Certificate in Credit Scoring and Automated Underwriting, N.C. Association of Housing Counselors, 1999
- Certified Housing Counselor, N.C. Association of Housing Counselors, 1998

Education

Norfolk Business College, Norfolk, Va.

Certificate of Completion in Business Administration, 1971-1974

Board Service and Affiliations

- Board Chair, N.C. Housing Coalition
- Board Member, Community Reinvestment Association of North Carolina

W. Clark Erwin

Eagle Scout

Educational Experience

Graduate: Woodberry Forest School, May 1969

Graduate: University of North Carolina, Chapel Hill, December 1975

Employment Experience

Account Executive, Merrill Lynch, Pierce, Fenner, & Smith 1975-1978

Corporate Secretary, Airlie, Inc. 1979 to present

Present Job Description

Licensed General Contractor, Morganton Station, LLC

State of North Carolina

Classification: Building

Unlimited License Number 54605

Specialization: Adaptive reuse of existing buildings; specializing in structures constructed prior to 1950.

The goal of our effort is to revitalize those structures of historical significance to the community that otherwise might be torn down and replaced or simply razed due to lack of proper maintenance, converting these historic sites and structures into usable work and living spaces.

The scope of our work includes but is not limited to the stabilization of existing structures, restoring the building envelope maintaining as much of the original character and façade of the building as possible, and modernizing the interiors with new mechanical systems which at present involves as much "green technology" as possible with an overall eye to energy savings; bringing the structures up to the current North Carolina Building Code, including applicable A.D.A. code compliance, and finally the subdivision of larger buildings into smaller, more affordable units in an effort to create an opportunity for business owners of every economic strata to congregate in a mixed use facility with an eye to as much jobs creation as possible.

Completed Projects (in order of completion)

1) The Commerce Building, 216 N. Green Street, Morganton, N.C.

Formerly The United States Post Office, Main Branch, built 1935, a WPA Project

2) The Shoppes at Tannery Square, 402 W. Fleming Drive, Morganton

Formerly the Burke Tanning Company, operated as such from 1891-1955

3) Morganton Station, 605 S. Green Street, Morganton, N.C. and Fresh Freight Exchange

Formerly Nite Furniture Company, opened 1947 in existing city buildings

Special recognition as "Best Adaptive Reuse Project", North Carolina Main Street Center, 2006 and "Best Adaptive Use Project", N.C. Main Street Center, 2007

4) Creighton House, 160 S. Sterling St., Morganton, N.C.

1920 feed store and boarding house, converted to a restaurant, offices, and residential
Qualified as U.S. and State of N.C. Tax Credit Project, U.S. Dept. of Interior, 2009

5) Waldensian Mill, Colombo St., Valdese, N.C.

1920 vintage hosiery mill, one of two original to the community.....under renovation

Valdese Public Computer Center, Management and Assistance Flow Chart

