

### **Professional Summary**

Top-performing management professional consultant with a solid organizational background in non-profit business start-up, operations management, program planning and development, grant research, writing, reviewing and funding; customer relations, coaching and seminar facilitations. Record for improving processes through analysis and implementing solutions utilizing personnel and document management, supervisory, verbal, and written communication skills. Combines patience, determination, and persistence to achieve multi-level objectives. Performs effectively both as an autonomous, self-motivated individual and as an active member of a decision-making team. Tenacious, with stamina needed to function in high-pressure environments and maintain a passion for excellence.

### **Professional Experience**

#### **Serenity Retreat for Healing and Spiritual Renewal**

##### **Oct 2006-Present**

Report to Executive Director and Board. Currently, Program Director and Dean of the Inner Healing Institute(IHI), the education depart of Serenity Retreat. Duties include program development, facilitator training and oversight, marketing, admissions, scholarships, procedural implementation, state certifications and student recruitment, community liaison and overseeing the day-to-day operations of the IHI and Serenity Retreat.

#### **Elischa Campbell Consulting DBA**

##### **Non-profit Grant Resources, Inc. Owner, 2003 - Present**

Contractual Duties include but are not limited to: Grant Research, reviews and writing, nonprofit management, administrative consulting and training. Advise and provide direct consultation for fund development, marketing, workshop development and facilitation, volunteer recruitment and coordination, board development, fiscal management, program evaluation, and a host of other non-profit services to include:

- Key contributor on cross-functional teams and leads major projects that enhances an efficient operations.
- Effectively plans projects, assesses tasks involved, makes manpower assignments, and provides scheduling, facilitator, venue, recruiting and training.
- Develop instruments to facilitate the collection and maintenance of program data utilized by administrators of public/private sector resources.
- Develop, maintain and implement personnel policies and procedures.
- Utilize intuition and experience to identify and hire contractual/volunteer staff.
- Monitor internal controls and supervise operations and top quality, productive staff.

#### **Bread of Life, Inc./St. John United Methodist Church**

##### **Interim Fund & Marketing Development Director, Grant Writer/Reviewer , Dec. 31, 2003 – March 2006**

Reported to the Executive Director and President. Responsible for agency funding, human and social services, fund development, strategic and program planning and proposal writing, policies and procedures and board development for special populations. Which include but not limited to faith-based clients, substance abusers, homeless, domestic violence, welfare-to-work, and at-risk youth. Specific task are agency funding coordination, agency fair and workshop presentations, community networking, outreach/marketing events, public relations, formulating collaborative partnerships, and volunteer development. Annual budget 2.5 million.

#### **Just a Sister Away House, Houston, Texas**

##### **Executive Director/Co-founder, 5/1993-11/2003**

Responsible for day-to-day management and operations, counseling and case management licensing, and directed 5 scattered site housing facilities for homeless and abused women. Duties life skills programming, agency development, strategic planning and marketing, as well as program planning. Responsible for and received funding for federal grant contract services, and all agency grant writing and funding areas. Annually raised over \$1 million in grants and annual campaigns.

#### **Mike Matthews & Associates, Houston, Texas**

**Office Manager, 1990 - 1994**

Duties included general management of agency, bookkeeping, marketing, staff development, and paralegal duties.

**Downtown Houston Association, Houston, Texas  
Administrative Assistant to President, 1988 - 1990**

A non-profit organization, funded primarily through association memberships, to support key projects of downtown redevelopment, incorporate advocacy, promotion, and education and to provide informal setting opportunities with and ask questions of city leaders, project directors and decision makers of downtown Houston development.

**College**

**Therapon University,**

Pursuing Master in Biblical Counseling Oct. 2006-Present

**Therapon University, Humble, Tx**

Bachelor of Theology Sept 2006

**University of St. Thomas, Houston, Texas**

Bachelor of Arts, Pre-Law, Legal Studies, Cum Laude May 1994

**Education**

**Anderson and Anderson, LLC**

Certified Anger Management Facilitator Aug. 2008

**International Christian Institute & Graduate School**

Certified Christian Counselor June 2008

**The Grantsmanship Center**

Certified Proposal Writer July 2006

**Skills Path Seminars**

Project Management March 2005

**University of Houston, Graduate School of Social Work,**

Certificate in Program Training and Development October 1998

**Rice University, Houston, Continuing Studies and**

**Special Programs,** Certificate in Grant Writing & Fundraising November 1998

**Distinctions, Achievements and Awards**

Inaugurated as Dean of Inner Healing Institute, 2008

First Lady of the Year, Houston City Council, Beta Sigma Phi, 2001

Women of the Year, National Council of Negro Women, 1996

Tribute to Black Women Community Leaders, Kay Bailey Hutchinson, U.S. Senator, 1996

Certificate of Appreciation, Judson W. Robinson III, Councilmen, City of Houston, 1996

Supportive Housing Grant Award, U.S. Housing and Urban Development, 1995

Celebrate the Positive, University of St. Thomas, Black Student Association, 1995

**Reference Upon Request**