

Jennifer L McEvilley

SKILLS

- Organized, efficient, detail-oriented, and reliable
- Enthusiastic and energetic professional with a strong work ethic and a positive attitude
- Accustomed to meeting deadlines and ensuring high-quality work
- Strategic thinker and creative problem solver
- Effective leader in implementing strategic goals

EMPLOYMENT HISTORY

Managing Director

2016-Present

Strategies to End Homelessness, Inc. (STEH), Cincinnati Ohio

Initially hired as an Operations Manager to assist the Finance Director, then promoted to Compliance Director reporting to the President/CEO, then promoted to Managing Director reporting to the CEO/President. Some key responsibilities at STEH include:

- Coordinating and leading the work of the Compliance, Planning & Evaluation, Program, & HMIS departments to ensure that essential work of the organization is completed at a high quality level
- Preparing applications for government funding (HUD, ODSA, City, County) and any other such opportunities.
- Reporting of all government funding (ESG CAPER, relevant sections of the City & Hamilton County CAPER, HOPWA CAPER, ODSA, CoC APRs, etc.) in a timely and accurate manner
- Ensuring that appropriate administrative steps are taken with government funders to contract for & access funding for pass-through activities
- Providing structure and stability to the organization by overseeing the development of policies and procedures of internal STEH programming and operation
- Staying apprised of funding & compliance requirements and best practices and disseminating information to STEH staff and community partner agencies.

Grant Development and Compliance Coordinator

2014-2016

Excel Development Co., Inc., Cincinnati Ohio

Some key responsibilities at Excel Development Co., Inc. included:

- Developing and monitoring system for compliance with funders
- Preparing applications and performance reports for programing
- Staying apprised of legislative changes and their impact on local processes
- Providing regulatory and programmatic training and support to agency staff to ensure project compliance and high-quality performance
- Preparing budgets, monitoring pace of spending, and evaluating expenses
- Researching issues of compliance and best practices
- Developing written policies and procedures for the operation of Permanent Supportive Housing programs to ensure high-quality performance and compliance

Program Coordinator**2009-2014**

Strategies to End Homelessness, Inc. (STEH), Cincinnati Ohio

Initially hired as a facilitator to assist the Finance Director, then promoted to Program Coordinator.

Some key responsibilities at Strategies to End Homelessness included:

- On-site and remote monitoring of subrecipients for compliance with federal, state, local, and foundation funding requirements
- Preparing applications and performance reports for funding
- Staying apprised of legislative changes and their impact on local processes
- Providing regulatory and programmatic technical support to subrecipient agency management staff to ensure project compliance and high quality performance

Owner/Operator**2007-2009**

Naru Gifts, Cincinnati, Ohio

As the owner, I was responsible for every element of operation including budgeting, vendor selection, inventory management, providing customer service, preparing sales tax statements, bookkeeping, etc.

General Manager**1994-2007**

Burbank's Restaurants, Sharonville, Ohio

Initially hired at Burbank's as a server, then promoted to trainer, Service Manager, Catering and Special Events Manager, Assistant General Manager, and finally General Manager. Some of my key responsibilities included:

- Hiring, training, scheduling, and supervising employees
- Verifying time reports and preparing payroll
- Ensuring compliance with licensing and certification requirements
- Resolving client, vendor, and personnel problems
- Developing and implementing systems to ensure high quality operations
- Sales, organization, and execution of special events for up to 5,000 guests

RECENT COMMUNITY POLICIES AND TRAININGS CO-DEVELOPED

- Policy
 - Community requirements of the Violence Against Women's Act (VAWA) for housing providers
 - Community manual for the operation of the Housing Opportunity for Persons with AIDS (HOPWA) Program
 - Community manual for the operation of the Emergency Solutions Grant (ESG) Manual
- Training
 - Financial and administrative policy requirements of 2 CFR 200
 - Chronic homelessness definition and documentation requirements
 - Housing Quality Inspection (HQS) requirements
 - Homeless Management System compliance and monitoring
 - Compliance requirements of the community Rapid Rehousing Policy
 - Tenant rent calculation in certain HUD-funded housing programs

COMMUNITY SERVICE EXPERIENCE

Permanent Support Housing Workgroup

- Chair of community workgroup

Homeless Clearinghouse / Continuum of Care Community Board Member

- Voting member representing Permanent Supportive Housing Workgroup

Pleasant Ridge Montessori Foundation Board

- Member 2013-2014
- Chair 2014-2016