

Melanie M. Bravo

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PROFESSIONAL EXPERIENCE

BOYS & GIRLS CLUBS OF PUEBLO COUNTY, Pueblo, CO

June 2009-Present

www.positiveplaceforpueblokids.org

PRESIDENT/CEO

- Lead a staff of 20 professionals in the operation of three Clubhouses in Pueblo County, serving more than 1,000 local young people annually, with a budget of \$749,223.
- Serve as the public face of the organization, raising funds and generating visibility in the Pueblo County community and beyond.
- In partnership with the Board of Directors, responsible for building lasting relationships with government, civic and education leaders as well as parents, donors and partner organizations.
- Responsible for ensuring that the organization operates in support of the mission, vision and strategic goals.
- Oversee all resource development, finance, marketing, communications, human resources, operations, volunteer management and IT functions.
- Design and implement plans, policies, and initiatives to enable all Clubhouses to provide consistent, high quality services that further the organization's mission while ensuring the financial sustainability of the corporation.
- Serve as a vigorous advocate for young people.

EL POMAR FOUNDATION, Colorado Springs, CO

July 2004-June 2009

www.elpomar.org

DIRECTOR, PROGRAMS (2006-2009)

Grantmaking & Capacity Building

Nonprofit Capacity Building, Trainer

- Facilitated training for nonprofits designed to increase organizational capacity in the areas of board development and strategic planning.
- Served as co-trainer for *LeadershipPlenty* and *Effective Board Governance* training for ethnic minority leaders in El Pomar's Emerging Leaders Development program.
- Provided technical assistance to small, rural nonprofits.

Grants Office, Senior Staff

- Conducted thorough review and analysis of grant requests from nonprofit organizations.
- Prepared formal written and oral grant recommendations to El Pomar Foundation Trustees.
- Facilitated quarterly site visits with grant recipients and reported findings to Trustees.

Youth Development Fund, Director

- Monitored grant compliance for 15 Colorado Boys & Girls Clubs—created and reviewed all grant compliance documents and directly communicated with Chief Professional Officers from each host site on a regular basis to ensure accountability.

Karl E. Eitel Fund, Director

- Oversaw \$100,000 in grantmaking to nonprofits committed to providing quality youth development programming in Colorado; directed nomination and request for proposals processes; and served on selection committee.

Ferrand Fund, Director

- Supervised grantmaking program that funds nonprofits serving children and their families struggling with poverty in the Pikes Peak region; guided facilitation of annual impact statement creation; managed site visit process; and oversaw recommendations.

Programming & Leadership

El Pomar Fellowship, Deputy Director

- Supervised and coached Fellowship staff of 24 post-undergraduate leaders by providing ongoing feedback, support, and conducting annual performance reviews and performance improvement plans.
- Served as a senior member of recruiting team, responsible for the annual hiring process.
- Led an intensive three week training and orientation for new staff.
- Responsible for professional development curriculum, schedule, and budget.

El Pomar Regional Partnerships

- Developed planning guides and systems to increase quality and consistency in the execution of regional programming and grantmaking throughout Colorado.
- Led annual strategic planning efforts and managed accountability to team goals.
- Advised and coached regional coordinators on how to build partnerships, increase social capital, implement asset-based community development, and encourage engagement and philanthropy in their regions.
- Facilitated communication among nine Regional Councils by organizing an annual Statewide Meeting, producing a regional newsletter, and hosting video-conferences/webinars on statewide issues.
- Served as the Foundation's Senior representative in its nine-county Southeast region (includes Pueblo County), directly managed the visioning and grantmaking process for the Southeast Regional Council, and convened community leaders around Council focus areas.

FELLOW (2004-2006)

- The El Pomar Fellowship is a highly selective, two-year post-undergraduate leadership training program that combines on-the-job training with a solid background in nonprofit management and leadership theory.
- Managed the Foundation's Statewide EPYCS program and served as the Regional Coordinator for the San Luis Valley and Southeast Regions.

AGORA CRISIS CENTER, Albuquerque, NM

January 2001-July 2004

www.agoracares.org

DIRECTOR OF INTERNAL OPERATIONS

- Responsible for volunteer management—increased volunteer base from 15 regular volunteers to 100, creating the foundation needed to operate 24 hours a day/seven days a week, enabling the center to reach its long-term goal of being certified by the American Association of Suicidology.
- Recruited, supervised, and evaluated 100+ volunteers to ensure quality crisis line coverage and adherence to shift commitments.
- Staffed crisis line and walk-in room and advised suicide calls.
- Facilitated support groups, followed up with volunteers regarding difficult crisis calls, and organized all community building programming and events.
- Assisted in the planning, implementation, and evaluation of bi-annual crisis worker training.
- Completed 50 hours of crisis worker training and volunteered more than 400 hours on the crisis line.

EDUCATION

University of New Mexico, Albuquerque, New Mexico

BA Psychology and BA Sociology-May 2004

Honors: Mortar Board (Leadership); Psi Chi (Psychology); Who's Who Among Students in American Universities and Colleges

LEADERSHIP DEVELOPMENT

- Nonprofit Executive Leadership Program, Center for Creative Leadership, 2011
- Executive Advanced Leadership Program, Boys & Girls Clubs of America, 2010
- Leadership Pueblo, Greater Pueblo Chamber of Commerce, 2009
- Effective Nonprofit Management Series, El Pomar Foundation, 2004-2006

COMMUNITY INVOLVEMENT

- Currently represent Boys & Girls Clubs of Pueblo County on the following: One Community Coalition, Pueblo Alliance for Healthy Teens, GEAR (Gang Task Force), Women's Foundation of Colorado Pueblo Steering Committee, and Pueblo Community College's Community Education/Training Division and Pre-College Programs Advisory Board.
- Pueblo Opportunity Fund (Donor Advised Fund), *Co-Founder and Trustee*, Pueblo, CO; 2004-Present
- Tony Grampsas Youth Service Board, *Vice Chair and Board Member*; 2007-2010
- Pi Beta Phi, New Mexico Alpha Chapter, *Member and Alumni*, Albuquerque, NM; 2000-2004