

Penny Tullis

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PROGRAM MANAGEMENT AND DEVELOPMENT

Supervision and Training *** Volunteer Development

Program Content Creation *** Grant Writing *** Financial Management

RELEVANT WORK EXPERIENCE-----

Youth Development Director -- YWCA of Northwest Ohio

- Responsible for implementing evidence-based teen pregnancy prevention programming for over 5,500 youth in Lucas and Allen Counties.
- Advocated for positive youth development with stakeholders and in the community
- Worked with coalitions to provide training and awareness on issues impacting teens
- Supervised 11 full time staff including hiring and training
- Wrote grants and oversaw budgets totaling \$615,000
- Ensured program fidelity, oversaw data collection, developed performance measures and outcomes for evaluations

Development Manager -- Junior Achievement of Northwestern Ohio

- Recruited and trained over 900 professional volunteers that provided programming for 22,000 students annually
- Promoted donor investment through multiple fund development strategies from area companies, individual donors and organizations
- Wrote grants to secure funding from a wide variety of funders
- Generated materials and promotions for fundraising event that generated over \$100,000 annually in donations

YWCA Carrera Program Coordinator-- YWCA of Northwest Ohio

- Launched and managed daily after-school and summer program site
- Hired, trained and supervised 11 staff from different disciplines including pregnancy prevention, mental health, education, and career development
- Oversaw creation of engaging lessons, event and outing plans for program
- Solidified relationship between partners to ensure program implementation
- Ensured fidelity to program model by tracking nine performance measures, including pre and post assessments for quarterly reports to funders
- Oversaw annual budget of over \$500,000

Alcohol, Tobacco, and Other Drug (ATOD) Prevention Coordinator -- Options/Crittenton, Inc

- Updated and supervised the implementation of four prevention programs in over 40 Lucas County public and parochial schools
- Trained and supervised 10 prevention program facilitators
- Maintained partnerships with and advocated for prevention needs with key stakeholders
- Updated curriculum for nationally award winning ATOD prevention program
- Created, in collaboration with Toledo Public School counselors, a small group program for at-risk sixth graders that was implemented in 20 schools
- Secured and administered \$250,000 of annual funding by grant writing
- Developed and implemented evaluations demonstrating program outcomes

Director of Children and Youth Ministries – St. Mark’s Episcopal Church

- Enrolled children, youth, parents and the community resulting in a dramatic increase in the number of families in this diverse congregation
- Recruited, trained and coordinated volunteers for all children, youth and family classes and events
- Created and supervised weekly and special event programming
- Co-led church board retreats, facilitated strategic planning, and provided proactive leadership for parish and staff

PROFESSIONAL EXPERIENCE-----

Youth Development Director YWCA of Northwest Ohio – Toledo Ohio	February 2015 – October 2020
Development Manager Junior Achievement of Northwestern Ohio	December 2013 – February 2015
Program Coordinator YWCA of Northwest Ohio – Toledo, Ohio	November 2008 – September 2013
Substitute and Homebound Teacher Monroe County ISD – Monroe, Michigan	September 2005 – November 2008
Director of Children and Youth Ministries St. Mark’s Episcopal Church – Toledo, Ohio	September 1996 – June 2003
Prevention Coordinator/Specialist Options/Crittenton, Inc – Toledo, Ohio	November 1990 – September 1996

EDUCATION-----

- Secondary English Teaching Certificate
Eastern Michigan University - Ypsilanti, Michigan Cumulative GPA 3.95, Dean’s List, 2006
- Bachelor of Arts in Psychology
Westmont College - Santa Barbara, CA
Cum Laude, 1990

PROFESSIONAL DEVELOPMENT & COMMUNITY ACTIVITIES -----

Healthy Relationships for Teens (HEART) Coalition Co-chair	Current
CPI, First Aid, and CPR Certified	Current
Youth Advocacy Alliance Chair	2015 – 2018
Supervisory Development for Non-Profit Agencies Certification	1996