

## EDUCATION

### UNIVERSITY OF ILLINOIS – CHICAGO

Certificate Program in Business Administration for Non-Profit Management

### BOSTON UNIVERSITY

Undergraduate program with concentration in Special Education

## PROFESSIONAL EXPERIENCE

### MARSHALL & ASSOCIATES 1991-Present

A sole proprietorship providing consultation in the areas of government relations, project management, program development, evaluation and needs assessment, policy development, program siting, negotiations, public relations and fundraising.

- Legislative advocacy, from need identification to drafting of legislation and guiding passage of legislation (registered lobbyist in Rhode Island)
- Public relations consultation (press release, special events, fundraising)
- Program and facility development for nonprofit and government human services agencies

### PRUDENCE ISLAND VOLUNTEER FIRE DEPARTMENT 2009-2014

Fire Chief

- Obtained over \$200,000 in federal and state grants for equipment and training
- Increased active firefighter/EMS volunteer rate by 500%
- Instituted an auxiliary volunteer program
- Oversaw 100% National Firefighting I certification for active firefighters
- Wrote SOPs for all fire ground, emergency medical service and administrative functions
- Rewrote corporation by-laws, incorporated new Board of Director positions, command staff
- Negotiated department's first service contract with Portsmouth Town Council
- Increased annual funding (donations, grants, municipal) by 140%
- Oversaw fleet purchase of 2 fire engines, 2 tankers, brush truck and ambulance (increasing fleet size by 57%)
- Managed budget ensuring income and expenditures aligned with projections (eliminated structural deficit)

### LITTLE BROTHERS – FRIENDS OF THE ELDERLY 1984-1991

National Executive Director 1988-1991

- Restructured the organization including implementation of boards of directors at each satellite location
- Established membership agreements with satellite affiliates
- Opened affiliates in two new cities – Philadelphia and San Francisco
- Oversaw direct mail and special events fundraising
- Developed and managed budget of \$1.9 million
- Instituted new programs for elder services agency

Local Executive Director (Boston) 1984-1988

- Managed all staffing and supervision of volunteers
- Increased volunteer base by 44% to lower costs while providing enhanced services to target populations
- Increased annual foundation funding by 35%

## **AWARDS**

- Peter Merritt Conservation Award 2011 — Awarded by the Rhode Island Land Trust Council
- 10 Outstanding Young Leaders Award 1997 — Presented by Boston JayCees

## **MEMBERSHIPS**

- RI Association of Fire Chiefs 2010-Present
- Prudence Conservancy Board of Directors 2000-Present  
Chair, 2003-2010; Vice Chair, 2001-2003  
Board Member Emeritus, 2010-Present
- Prudence Island Volunteer Fire Department 1995-Present
- Rhode Island Lobbyist Association 2016-Present
- RI No-Fare Bus Pass Coalition 2015-Present
- Rhode Island House of Representatives
  - Special Legislative Commission on Solitary Confinement 2017
  - Special Legislative Commission to Study and Make Recommendations for Protecting and Providing Effective Care for Vulnerable Populations in State-Funded Home Care Programs 2017
- Prudence Island School Foundation 2009-2012  
Founding Member of Board of Directors, Clerk