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## AREAS OF EXPERTISE

- » Program Administration
- » Project Management
- » Strategic Planning
- » Budget Oversight
- » Government Relations
- » Policies & Procedures
- » Problem Solving
- » Process Improvement
- » Relationship Building
- » Fundraising & Development
- » Community Outreach

## PROFESSIONAL AFFILIATIONS

- » Project Management Institute (PMI) Member, Washington D.C. Chapter
- » National Community Reinvestment Coalition (NCRC), Member
- » National Council of Negro Women (NCNW), Member

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## PUBLIC SERVICE MANAGER & PROGRAM MANAGER

Delivering Excellence in Strategic Planning, Process Improvement, and Organizational Efficiency  
Accomplished Public Service Manager with extensive experience managing projects, providing strong, multi-tasking, and streamlining operations in fast-paced nonprofit and corporate environments. Expert in optimizing processes and coordinating efficiency improvements. Manage communications, promote high documentation standards, and apply strong technical capabilities. Demonstrates superb interpersonal skills and relationship building.

## EDUCATION & TRAINING

**Master of Science Criminal Justice**  
Xavier University, Cincinnati, OH

**Bachelor of Arts Psychology**  
College of Wooster, Wooster, OH

## PROFESSIONAL EXPERIENCE

**Program Coordinator- Education & Society Program | July 2019 - Current**  
**THE ASPEN INSTITUTE, Washington, D.C.**

Provide primary staff support through an array of functions integral to the success of the Congressional networks and the Aspen Education Program overall.

### Key Responsibilities:

- Network Management: Maintain database of critical contacts for the Senior Congressional staff networks.
- Content Development: Assist in grounding Aspen Educations planning and outreach in the latest research and policy/political developments.
- Event Planning/Logistics: Support the development and execution of high-quality learning experiences for senior Congressional staffers.
- Operations/Financial: Support the overall administrative efficiency of senior Congressional staff networks by serving as a problem-solver and go-to expert on critical administrative processes.

**Executive Assistant | October 2016 - November 2018**  
**UNITED WAY, GREATER DAYTON AREA, Dayton, OH**

Provided executive support to CEO/President by developing and executing strategies for program initiatives, led fundraising efforts, and assisted with operational finances. Managed the executive calendar and coordinated high-level meetings for 100+ private industry leaders and 20+ elected officials. Maintained files of organizational minutes, legal documents, and policies. Prepared and edit correspondence, reports, and materials.

### Key Achievements:

- Developed a strategic plan targeting young professionals, organized quarterly events, and secured funds for the United Way initiatives; drove the membership base to 50+ members.
- Spearheaded administrative operations for the VetsLink Fundraising Campaign; coordinated fundraising events resulting in \$240K in revenue for service to \$127K veterans in the region.
- Oversaw the CEO's expense management activities; managed credit card accounts and a \$134K budget ensuring timely processing and reconciliation of expense reports and charges.

## PROFESSIONAL EXPERIENCE - CONTINUED

### **Project Manager | January 2016 - July 2016**

#### **GREATER DAYTON UNION CO-OP INITIATIVE, Dayton, OH**

Addressed food shortage needs in the greater Dayton-area. Drove worker-owned cooperative incubator project by initiating a community ownership-based participatory leadership model to build and empower projects teams and 1,700+ community stakeholders.

#### **Key Achievements:**

- Established the Gem City Market, the City of Dayton's first-ever co-op grocery store to be constructed in 3Q 2018; provided affordable groceries and created family-sustaining jobs for individuals in low food access areas.
- Executed a membership drive resulting in over 1,900 members and \$2.25M in revenue currently.
- Drove feasibility study and coordinated business planning, budgeting, fundraising/development, grant writing, community organizing, marketing, public relations, and stakeholder/union relationship building.

### **Lead Organizer | January 2015 - January 2016**

#### **OHIO ORGANIZING COLLABORATIVE (OOC), Dayton, OH**

Heightened awareness of the issue of food accessibility in the greater Dayton area through the development of the Greater Dayton Union Collaborative Initiative (GDU CI) with the Cincinnati Union Organizing Collaborative to fund for a full-service grocery store serving nutritious food to 22,000+ residents in the area. Led the regional Low Propensity Voter campaign.

#### **Key Achievements:**

- Increased awareness of food instability and lack of healthy food choices in low-income areas; led Building Healthy Communities forums to educate the community on food deserts and social health determinates of poor health by partnering with 40+ community leaders and 300+ residents via phone banking, letter writing, and social media platforms.
- Promoted the organization's goal and increased voter participation in the democratic process; leveraged public relations acumen to coordinate media outreach, press conferences, and letters to the editor.
- Successfully recruited, trained, and hired 20+ cross-functional teams for Low Propensity Voter campaign.

### **Legislative Aide | August 2010 - January 2015**

#### **DAYTON CITY COMMISSION, Dayton, OH**

Addressed constituent concerns, coordinated community meetings and events, and provided administrative support to key government officials.

#### **Key Achievements:**

- Forged partnerships with community agencies, stakeholders, and the National Community Reinvestment Coalition to lobby city officials and adopt Responsible Banking/Vacant Property Ordinances enacted by the Dayton City Commission.
- Piloted Dayton's first National Bike Friendly City Programs; collaborated with cross-functional city departments and external agencies to press for policy and infrastructure changes. Awarded bronze designation from the League of American Bicyclists.
- Oversaw the free Volunteer Income Tax Assistance program; recruited 70+ volunteers and cultivated relationships with the City of Dayton, Internal Revenue Service, and community organizations to support 14,832 low-income residents throughout three counties with individual tax returns.

### **Confidential Commission Aide | December 2009 - August 2010**

#### **DAYTON CITY COMMISSION, Dayton, OH**

Provided legislative and administrative support to a city commission of five elected officials. Trained a team of six interns.

#### **Key Achievements:**

- Drove the office's digitization efforts; updated obsolete equipment and integrated a searchable legislative query tool.
- Enhanced operational efficiency by maintaining electronic and hard copy records of legislation, meeting materials and minutes, and processed liens and garnishments.
- Assumed leadership of office administration in the absence of the Clerk of Commission