

# The Non-Profit Assistance Group

Ginny Helm

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## RESUME

### AREAS OF EXPERTISE

#### Research. Analysis and Evaluation

Designed surveys and analyzed results for Hispanic needs in three counties, developed a field study on Farmworker Housing Needs, evaluated low-income energy education and economic development projects.

#### Organization/Administration

Experienced at administration and organizational management including development of budgets, contract negotiations, training and program evaluation.

#### Program Development/Grant Writing

Skilled at identifying needs, developing project concepts, designing organizational frameworks and planning presentations. Experienced at researching funding sources and developing proposals for private and governmental finding sources.

### PROFESSIONAL EXPERIENCE

#### Independent Consultant – 1987 - Present

Provide technical assistance to non-profit and governmental agencies on fund development, grant writing, program operations and development, board training, needs assessments and evaluations. Representative clients include:

- Sonoma County Community Foundation
- United Way – Sonoma, Mendocino, Lake
- West Sonoma County Union High School District (Analy, El Molino, Laguna High)
- Sebastopol Union School District
- Spanish Speaking Unity Council – Oakland
- Redwood Empire Food Bank
- California Human Development Corporation
- Sonoma County Family Action – Children's Budget for Sonoma County
- Sonoma County Probation Department

### Evaluation and Needs Assessment

- Sonoma County Child Care Planning Council – Research for needs assessment. 1998
- Sonoma County People for Economic Opportunity (SCPEO) Head Start Community Needs Assessment. 1997,1998
- California Human Development – Hispanic Child Abuse – Prevention Program Needs Assessment and Evaluation
- Sonoma County People for Economic Opportunity (SCPEO) South Park Youth Project Evaluation
- Sonoma State University, Dept. of Political Science,
- Needs Assessment Survey for Certificate Program in Nonprofit Management
- Sonoma State University, National Science Foundation
- Summer Institute for teachers on disposal of toxic and hazardous waste evaluation
- California Human Development – Survey of Farmworker Housing Needs

### Organizational Development

- Ukiah Community Center/WEST Co -- Economic Development
- Sonoma County Foundation – Parent Education Project

### Instructor

- Sonoma State University, Masters in Public Administration Program in Grantwriting, Marketing, Community Environment of Nonprofits, Legal Issues for Nonprofits, Strategic Planning, Resource Development, Contract Management – 1987 to Present

### Director of Program Development

- California Human Development Corporation – 1983-1986

## **INDEPENDENT REPORTS AND RESEARCH PROJECTS**

- Spending Time for Children...Children and Family Services Funding for Sonoma County, 1997-98 – Family Action of Sonoma County
- Sonoma County Child Care Needs Assessment, 1998
- Sonoma County Community Foundation – DeMeo Advisory Board Summary of Public Forums on Teen Needs and Homelessness, 1996
- Sonoma State University, Department of Political Science – Need Assessment Survey for Certificate Program in Nonprofit Management, 1989
- Sonoma County Cultural Arts Project – Planning Consultant, 1982

## **EDUCATION**

M.A. Degree, Management – Sonoma State University

B.A. Degree, Political Science – State University of New York