

Brenda K. Sykes, M.P.A.

393 Hannah Lane Alvin, TX 77511; Telephone: 281-607-3731

bsykes03@hotmail.com

Professional Achievements:

- Eighteen years of state and federal grants management, foundation and corporation grant writing, data base administration, nonprofit project management, systems oversight and development, program management, fiscal management, strategic planning, organizational restructuring, and operations oversight, program coordination, compliance, and client relations experience.
- Experience in addressing racial equity issues and serving on platforms to apply policy and practice.
- Continually raised over 80% of the 2–4-million-dollar operating budget of a nonprofit focusing on domestic violence and sexual assault; previously overseeing program outcomes of a program with \$42 million contract.
- Created spaces in the Domestic Violence and Sexual Assault movement to include policy reform or implementation, elevated conversation, and creation of committees to address inequities.
- Human resource and people management experience with a focus on policy implementation and development; Texas Notary Republic

Work Experience:

Bay Area Turning Point, Inc 2021-present

Executive Director:

- Serves as the Authorized Official for a local nonprofit focusing on restoring the lives of victims of domestic violence and sexual assault, manages a \$4 million operating budget and 54 staff persons; ensuring successful execution of programs, staff retention, fundraising and marketing efforts and community involvement; Works with the agency's board of directors to fulfill obligations and carry out the vision and mission of the agency to include financial obligations and meeting industry standards.
- Complies with all laws, regulations, and the established policies and procedures of BATP and responsible for overall administration, services, initiatives, and long and short-term strategies.
- Oversees and directs the activities of BATP; set direction and strategy in collaboration with the Board.
- Establishes and foster tactical partnerships, create a positive and supportive work environment while work with staff to provide exceptional services to programs, and strategically position BATP to create the influence necessary to continue serving the needs of victims and their families.
- Ensures programmatic and financial goals and the delivery of quality services by staff and serves as the organization's principal representative and spokesperson.
- Ensures payroll, human resources, risk management and payroll need.

- Secures private donations successfully to prevent financial deficits.
- Incorporates marketing strategies to engage community members, potential donors and area Chambers of Commerce
- Cultivates donors leading to long term sustainability.

Bay Area Turning Point, Inc. 2017-2021

Vice President & Chief Operations Officer:

- Acts as CEO in his/her absence; oversees \$3.2 million dollar agency budget; has fiscal responsibility of writing and managing state and federal grant contracts.
- Develops proposals to secure funds from private foundations and corporations to raise additional program income for the agency.
- Acts as compliance officer to ensure proper use of funds and oversees technology to address all IT concerns.
- Supervises Operations Director, Programs Director and Compliance Manager and steps in their role as needed.
- Works with President & CEO to address all agency needs, develop strategies to move the agency forward; address social injustice issues and aid in organizational evolution.
- Manages day to day operations of the agency through programmatic, operational logistics, and compliance concerns.

Interim President & CEO: 2017- 2018

- Served as the Authorized Official for a local nonprofit focusing on restoring the lives of victims of domestic violence and sexual assault, manages a \$2.9 operating budget and 46 staff persons; ensuring successful execution of programs, staff retention, fundraising and marketing efforts and community involvement; Works with the agency's board of directors to fulfill obligations and carry out the vision and mission of the agency to include financial obligations and meeting industry standards.
- Reorganized the agency's organizational chart leading to savings as well as eliminated other costs to create a realistic budget and meet agency needs.
- Secured contracts with reputable Human Resources Company to meet payroll, human resources, risk management and payroll needs.
- Initiated employee engagement campaigns to secure 100% participation in United Way efforts.
- Secured private donations successfully to prevent financial deficits.
- Incorporated marketing strategies to engage community members, potential donors and area Chambers of Commerce
- Cultivated donors leading to long term sustainability.

Bay Area Turning Point Inc. 2011- 2017

Vice President of Grants and Compliance; Compliance Director

- Managed the agency's compliance and technology department; Ensured grant contract compliance and records management; Researched and wrote state federal

grants from 8 funding sourcing; Ensured successful site visits and monitoring's; In 7 years reported on deliverables for over 67,000 clients receiving direct services.

- Within months of being hired, implemented staff usage of ALICE database to complete case management service documentation and usage of the system to complete grant required reports; managed databases and grant reports using (ITS, ALICE, Osnum) in order for finance to complete grant billing.

Neighborhood Centers Inc., Houston Texas DCM (Disaster Case Management) Project

Program Manager of Outcomes 2009-2011; Lead Service Connector 2009-2009; Service Connector II 2008-2009

- Developed and implemented quality effective case management protocol for over 150 case managers in accordance with the best practices and latest trends.
- Managed a team of 14 exempt and non-exempt staff members to.
- Designed, implemented and fine-tuned evaluation procedures and reporting processes as well as ensure data consistency in project data, management efforts by creating training manual that demonstrated how to effectively operate a case management project; Trained over 150 staff members on database usage, proper case documentation and the key "Indicators of Case Management Success"; successfully created, stored and monitored a database with over 11,000 active clients and 18,000 total clients.

Family Road of Greater Baton Rouge, LA

Outreach Coordinator 2006-2008; Family Advocate 2005-2006

- Spearheaded program participant recruitment strategies resulting in over 30 household participants of the Building Strong Families curriculum; Supervised three intake specialists and volunteers to implement recruitment strategies; performed quality assurance checks to ensure program outcomes are met; and Coordinated 50+ outreach efforts, developing 150+ relationships with community partners and/or agencies in 8 parishes reaching 1,600 individuals.
- Increased self sufficiency of over 65 household survivors of Hurricane Katrina by linking victims to available services in East Baton Rouge and surrounding parishes; and Prepared requests for emergency assistance (i.e. utility, rent, household items and other items of need); maintained required contacts; followed up by detailed documentation of interaction; and referred clients to counseling regarding stress management and depression

Education:

Southern University Graduate School, Baton Rouge, LA Master of Public Administration 2002-2005

Southern University & A& M College, Baton Rouge, LA Bachelor of Arts in Political Science 1997-2001