

FELICE MCCLARY

Improving Performance • Enhancing Programs • Inspiring Systemic Change

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SUMMARY OF QUALIFICATIONS

- A fervent, creative, and enthusiastic professional
- Specializations include: public speaking, public communications, diversity and inclusion, and program management
- Expertise: Managing operations of instructional and professional programs of multiple, heavily populated sites and partnerships
- Proven track record in containing costs and implementing cost saving measures while increasing profits and gains
- Leverage Resources / Strategic Collaborations – Work closely with district leaders, community partners, and businesses to encourage strong community alliances and prosperous outcomes

HIGHLIGHTED PROFESSIONAL EXPERIENCE

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GIRL SCOUTS OF CITRUS COUNCIL, Orlando, FL

April 2012 - November 2013

MVP Regional Director

- Conducted specialized trainings for adult volunteers- 12,000 members in six counties
- Engaged in membership planning with staff and volunteers to guarantee measurable goals were set and achieved
- Developed and managed council's systems, developed policies and infrastructure to support the delivery of leadership offerings
- Represented the organization in corporate sponsored engagement meetings and community meetings
- Served on task forces and special committees to foster the presence of women and minorities
- Consulted, advised, trained, educated staff and adult volunteers
- Managed the operations of the records management data information system- data entry and information gathering
- Created plans and strategies to support and procure membership for council growth
- Participated in the Strategic Learning process and Council Improvement plan which led a team of 500 community leaders

Program Director

May 2011 - April 2012

- Directed all aspects of the council's program functions to ensure successful implementation, delivery, and assessment of the national portfolio
- Produced profitable trusts and fund deliverables for grant contracts and corporate sponsorships of over \$250,000.00
- Planned, oversaw and directed reviews of applications for funding. Ensured grant awards were processed on time and followed all policies and requirements
- Recovered program offerings and increased profits by 50% in first fiscal year
- Mobilized local partnerships and marketing campaigns to increase Girl Scout visibility, platforms and capital
- Analyzed program budgets, elements and conclusions for retention efforts
- Hired, trained, and supervised a team of several managers, specialists and volunteers
- Planned and executed the largest Gold Award ceremony in the council's history (2012)
- Customized all program offerings- short and long term range- to include GSLE program objectives
- Cultivated high quality, sustainable programming for areas with low income individuals

BAILES CHARTER SCHOOL, Orlando, FL

June 2010 – February

2011

School Administrator

- Focused on continuous inclusion of all students, typical and disabled, ages birth to second grade
- Initiated a school improvement plan with district leaders for implementation of new policies and procedures
- Provided expert advice, counsel and direction on best learning practices to educators, executive leaders and parents
- Interviewed, selected, managed, and evaluated educators, assistants, and interns
- Designed professional development plans and programming for teachers to address deficits and/or build on strengths for overall performance achievement
- Ensured compliance with full scope of Individual Education Plan (IEP) processes in partnership with district compliance standards
- Guaranteed guidelines and practices were followed for Individual Family Services Plan (IFSP) including therapy
- Continually monitored progress of campus across all measures of school and staff performance

MAKE THE GRADE FOUNDATION, New York, NY

October 2007 – June 2010

Director of Academic Enrichment Programs

- Partnered with NYC school districts in providing supplemental academic support for students in grades K-12
- Generated \$100, 000.00 in first year's fundraising endeavors
- Managed and prepared annual programs budgets
- Developed, implemented, monitored policies and standards and procedures for program procurement
- Maintained and managed all grants associated with the program
- Executed accounting and operational needs for all programs sponsored by Make The Grade Foundation
- MTG programs doubled in size making the enrichment program one of its most successful programs
- Supervised accounts payable, receivable, and payroll
- Lead in contract renewals and negotiations with superintendents and/or principals

- Recruited, hired, and trained staff
- Coordinated fundraising efforts and events while working with grants department
- Administered quarterly evaluations for staff, teachers, facilities to ensure compliance with school districts and school district policies
- Sustained overall program requirements and maintained solid relationships with school boards, districts, and regional operation centers

EDUCATION STATION, New York, NY

August 2005 – August 2007

Program Manager

- Enlisted supplemental educational services to low income NYC schools under the No Child Left Behind Act by marketing to principals and superintendents
- Utilized analytics to effectively focus efforts in order to drive business to generate \$1.1 M for 05-06 school year
- Attained all qualified schools within the boroughs of Brooklyn and Queens
- Established and maintained exceptional customer service with teachers, educational specialists, and school administrators for seven after-school tutoring program sites
- Planned and executed timely and thorough start-up actions and activities for all programs and sites
- Ensured P&L management and case management goals were met and/or exceeded
- Recruited and assumed oversight management of all staff (site staff and educators) for five-seven sites. Included hiring, training, testing, coaching, and payroll
- Collected, inspected, and reported all student attendance and program results to clients, management, and school districts
- Orchestrated marketing, event planning, community engagement, fundraising activities, and media relations

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EDUCATION

B.A., Speech Communications and Rhetorical Studies  
Hofstra University, 2000

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