

TEMPRA F. BOARD

Address: P.O. Box 106, Chico, CA 95927

Office: (530) 342-0583

Cell: (530) 828-3406

Email: tempra@tempraboard.com

Website: www.tempraboard.com

EDUCATION

Master of Arts, Communication Development

May 2001, Colorado State University, Fort Collins, Colorado

Bachelor of Arts with Honors, English

May 1996, Humboldt State University, Arcata, California

EXPERIENCE

Resource Development Consultant

Tempra Board & Associates LLC, Chico, CA • www.tempraboard.com • 2004 - Present

- Writing, editing and submission of successful grant proposals to private and public sources on behalf of health and human service, environmental, and other non-profit organizations
- Developing original project ideas and proposals based on clients' needs
- Conducting research on private foundations, public grant opportunities, client needs assessments, community needs and solutions
- Submission of Health Resources & Services Administration (HRSA) Federally Qualified Health Center (FQHC) and Look-Alike applications on behalf of community health centers in California
- Developing annual fund development plans and staff and board fundraising training
- Donor and outreach marketing materials development and design (newsletters, brochures, and annual reports)
- Assistance with interim and final reports required by various granting agencies

Grant Writer

Gary Bess Associates, Paradise, California

www.garybess.com • 1996-1997; 2004 - Present

- Research, writing, and submission of grant proposals to public and private funding sources on behalf of health and human service organizations
- Assisted in the writing of Los Angeles County's 10-Year Plan to End Homelessness, 2005-2006
- Drafting and submission of successful FQHC applications (New Access Points, Look-Alikes, Expanded Medical Capacity, Service Area Competitions, Noncompeting Continuations, Changes in Scope, etc.; experienced in grants.gov and HRSA Electronic Handbook submission)
- Design and layout of research and annual reports

Development Director

California State Rural Health Association, Sacramento, California

www.csrha.org • Oct. 2008 – May 2010

- Development and implementation of annual fund development plan
- Grant proposal research, writing, and submission to private and public funding sources
- Membership development, including appeal letters and marketing materials

Development Director

Environmental Protection Information Center (EPIC), Garberville, California

www.wildcalifornia.org • May 2002 – August 2004

- Researching, writing, submitting and tracking all foundation grant proposals and relationships
- Membership and individual donor development including database management (with Filemaker Pro), direct mail appeals, special events, newsletter, annual report
- Development and implementation of annual fundraising plan and timeline

Development Director

Trees, Water & People, Fort Collins, Colorado

www.treeswaterpeople.org • October 1999 – April 2002

- Responsible for all foundation and corporate relations for organization
- Increased foundation grants by 100% in first year
- Management and tracking of grants with Lotus Approach database
- Special event fundraisers and special campaigns
- Hiring and supervision of all paid interns and volunteers
- Media and public relations
- Desktop publishing (produced quarterly newsletter and annual report)

Resource Development Specialist

Emily Griffith Center, Golden, Colorado

Residential and experiential education facility for troubled youth

June 1999 to October 1999

- Foundation and corporate grant proposal research, writing and tracking
- Management of donor database
- Planned and implemented special event fundraisers

Consultant

FirstCall, Fort Collins, Colorado *Information and referral center*

November 1998 to June 1999

- Development of needs assessment and boiler-plate documents for start-up of organization
- Writing, editing and submitting of proposals to private foundations and corporations in Colorado

Grant Writing Teaching Assistant

Colorado State University, Fort Collins, Colorado

November 1997 – May 1998

- Assisted in the development and teaching of Grant Proposal Writing as a Genre, a pilot graduate level English Department course
- Prepared, researched, and delivered lectures on public and private sources of funding support, and how to research and contact funding sources

CURRENT & PAST CLIENTS (partial list)

Health and Human Service

- Center for Fetal Alcohol Spectrum Disorders, Chico, CA
- Central Neighborhood Health Foundation, Los Angeles, CA
- Community Housing Improvement Program (CHIP), Chico, CA
- Down Syndrome Connection of the Bay Area, Danville, CA
- HomeAid Northern California, San Ramon, CA
- Integrated Behavioral Health Project, a project of the Tides Center, San Francisco, CA
- Universal Community Health Center, Los Angeles, CA

Environment & Conservation

- Butte Environmental Council (BEC), Chico, CA
- Eastern Nevada Landscape Coalition, Ely, NV
- Environmental Protection Information Center (EPIC), Garberville, CA
- Native Springs Foundation, Eureka, CA
- Northcoast Regional Land Trust, Arcata, CA
- Northern California Regional Land Trust, Chico, CA
- River Partners, Chico, CA
- Sanctuary Forest, Whitethorn, CA
- Southern Humboldt Community Park, Garberville, CA

Government Agencies

- Butte County Behavioral Health, Oroville, CA
- City of Chico, Chico, CA
- City of Martinez, Martinez, CA
- Nevada Department of Wildlife, Reno, CA

SPECIAL SKILLS

- Proficient in Microsoft Word, Microsoft Excel, Adobe InDesign, Adobe Pagemaker, Adobe Photoshop, Adobe Acrobat, Filemaker Pro
- Successful submission of applications to County, State and Federal government sources, including the Substance Abuse and Mental Health Services Administration (SAMHSA), HRSA, USDA, AmeriCorps, the National Fish and Wildlife Foundation (NFWF), U.S. Department of Labor, California Farmland Conservancy, California Department of Fish & Game, and others
- Experience using and access to online foundation databases
- Desktop publishing (particularly in newsletter, annual report and brochure design), direct mail appeals, public relations, marketing, and research
- Excellent written and oral communication
- Organized
- Detail and goal oriented
- Work well in a team environment

REFERENCES

Available upon request.