### ROLES AND RESPONSIBILITIES SUMMARY

<table>
<thead>
<tr>
<th>NAME</th>
<th>ROLES AND RESPONSIBILITIES</th>
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<tr>
<td>Austin, Leah, EdD</td>
<td>- Provides day to day management of the organization and leads implementation of organizational vision and strategic plan&lt;br&gt;- Supports the Board of Directors&lt;br&gt;- Keeps the Board of Directors, Council of Elders, and National Affiliate Network informed and engaged in NBCDI’s work&lt;br&gt;- Ensures that NBCDI has robust and compliant finances and accounting&lt;br&gt;- Provides supervision to the senior management team&lt;br&gt;- Manages staff relationships to create a positive and supportive work environment, with HR support&lt;br&gt;- Conducts overall troubleshooting</td>
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<tr>
<td>(Ex. 4059)</td>
<td><strong>President and CEO</strong></td>
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<tr>
<td><a href="mailto:laustin@nbcdi.org">laustin@nbcdi.org</a></td>
<td></td>
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<tr>
<td>Cline, Amanda</td>
<td>- Manages general operations matters, including:&lt;br&gt;  - Facility management&lt;br&gt;  - Membership verification&lt;br&gt;  - Vendor assistance/coordination (Accounting, IT, HR, etc.)&lt;br&gt;  - Mail distribution&lt;br&gt;  - Check depositing&lt;br&gt;  - Reception for telephone lines&lt;br&gt;  - Staff/Affiliate support</td>
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<tr>
<td>(Ex. 6084)</td>
<td><strong>Operations Consultant</strong></td>
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<tr>
<td><a href="mailto:acline@nbcdi.org">acline@nbcdi.org</a></td>
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<tr>
<td>Cottman, Janique</td>
<td>- Supports the organization, with a focus on supporting the Interim President and CEO in any capacity&lt;br&gt;- Tracks donations and ensures donors are acknowledged with a thank you letter&lt;br&gt;- Handles general matters related to NBCDI membership (new memberships, membership renewals, membership reports)&lt;br&gt;- Supports Annual Conference registration and hosting</td>
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<tr>
<td>(Ex. 6088)</td>
<td><strong>Administrative Coordinator</strong></td>
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<tr>
<td><a href="mailto:jcottman@nbcdi.org">jcottman@nbcdi.org</a></td>
<td></td>
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<tr>
<td>Name</td>
<td>Email</td>
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<tr>
<td>Dunbar, William</td>
<td><a href="mailto:wdunbar@nbcdi.org">wdunbar@nbcdi.org</a></td>
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<tr>
<td>Jones, Allyson</td>
<td><a href="mailto:ajones@nbcdi.org">ajones@nbcdi.org</a></td>
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<tr>
<td>Kalloo, Kerron</td>
<td><a href="mailto:kkalloo@nbcdi.org">kkalloo@nbcdi.org</a></td>
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<tr>
<td>McDuffie, Kristen</td>
<td><a href="mailto:kmcduffie@nbcdi.org">kmcduffie@nbcdi.org</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
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| Moore, Ravenn    | Director, National Affiliate Network       | • Inform and execute NBCDI National Affiliate Network operations support enhancements and expansions.  
• Facilitate trainings/presentations and provide technical assistance to NBCDI National Affiliate Network leaders.  
• Facilitate the development and distribution of high-quality tools, templates, resources, and publications designed to support and enhance the work of the NBCDI National Affiliate Network.  
• Work closely with the Vice President of National Partnerships and Community Mobilization to support the NBCDI National Affiliate Network leaders. |
| Murphy, Mya      | T.E.A.C.H. D.C.’s Program Assistant         | • Provide administrative support to T.E.A.C.H. D.C. through data management and scholar support  
• Review and process scholarship applications in accordance with eligibility requirements.  
• Process data using multiple data entry systems, review scholarship recipient activity, and update recipient/sponsor records. |
| Patterson, Jennie | National Programs Manager                  | • Manages the development, implementation, and evaluation of evidence-based and culturally responsive programming in the areas of early childhood education, health, and family engagement to advance prenatal to age 3 (PN-3) agenda.  
• Facilitates the development and distribution of high-quality tools, resources, and publications designed to enhance program implementation.  
• Supports the integration of PN-3 program and policy work across NBCDI’s programs, initiatives, and events within the NBCDI National Affiliate Network and other communities.  
• Develops high-quality grant proposals and reports for NBCDI programs, initiatives, and events.  
• Serves as a programmatic liaison for external partners, funders, and the NBCDI National Affiliate Network. |
| **Rountree, Christopher**  
| **(Ex. 6082)**  
| **crountree@nbcdi.org**  
| **Policy Manager/Analyst**  
| • Analyzes and develops policies at the direction of the Vice President of Policy, in alignment with NBCDI’s policy priorities  
| • Directly supports the work of the policy department  
| • Conducts policy research and prepares drafts of briefings, white papers, and policy statements  
| • Provides technical assistance to the Vice President of Policy  
| • Participates in shaping NBCDI’s advocacy strategies at the federal, state, and local levels  
| • Coordinates funder engagement (schedules meetings, drafts grant reports, etc.)  
| • Facilitates meetings and supports peer learning related to Affiliate advocacy development  
| • Monitors all project plans and timelines for the policy department  

| **Sturdivant, Jocelyn**  
| **(Ex. 6550)**  
| **jsturdivant@nbcdi.org**  
| **Senior Vice President, Institutional Advancement**  
| • Manages resource development, focused on foundation grants and individual donors  
| • Collaborates with the senior management team to align funding opportunities with programs, policy work, and other organizational initiatives  
| • Monitors resource allocation, funder relations, and grant reporting  
| • Supports Board of Directors matters  
| • Develops procedures to improve organizational operations  
| • Provides support across the organization to advance NBCDI’s mission, strategic priorities, and objectives  

## KEY CONSULTANTS

| **Beauchamp, Tai**  
| **Tai Life Media**  
| • Confidence Coach, NBCDI Policy Fellowship Program  

| **Mensah, David**  
| **WAVE Training and Consulting LLC**  
| • Executive Coach, NBCDI Policy Fellowship Program  

| **Ray, Aisha**  
| • Senior Advisor, Office of the President & CEO and NBCDI Policy Fellowship Program  

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<tr>
<th>HAN GROUP</th>
<th>SERVICES</th>
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| **Doan, Minh**  
Han Group | • Payroll  
• OSSE |
| **Endres, Tida**  
Han Group | • Accounts payable |
| **Han, Jennifer**  
Han Group | • Chief Financial Officer |
| **Johnson, Heather**  
Han Group | • Senior Accountant  
• Monthly financials  
• Grant reporting |
| **Yu, Stephanie**  
Han Group | • Monthly financials  
• Grant reporting |

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<thead>
<tr>
<th>KEY VENDORS</th>
<th>SERVICES</th>
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| **Finney, Michelle**  
Finney Creative | • Print design, layout, editing, and printing  
• NBCDI branding materials  
• Consulting on large, short notice print/copy projects |
| **High Taylor, Kristal**  
NFLUENCE.US, P.B.C. | • Communications content development and production |
| **Thompson, Georgia**  
Thompson Education Consulting | • Curriculum design and consulting for NBCDI programs |

Last updated: November 4, 2021