

ROLES AND RESPONSIBILITIES SUMMARY



NBCDI

National Black Child
Development Institute

202-833-2220
8455 Colesville Road, Suite 910
Silver Spring, MD 20910
www.nbcdi.org

NAME	ROLES AND RESPONSIBILITIES
 <p>Cline, Amanda (Ex. 6084) acline@nbcidi.org <i>Operations Consultant</i></p>	<ul style="list-style-type: none"> • Manages general operations matters, including: <ul style="list-style-type: none"> ◦ Facility management ◦ Membership verification ◦ Vendor assistance/coordination (Accounting, IT, HR, etc.) ◦ Mail distribution ◦ Check depositing ◦ Reception for telephone lines ◦ Staff/Affiliate support
 <p>Cottman, Janique (Ex. 6088) jcottman@nbcidi.org <i>Consultant</i></p>	<ul style="list-style-type: none"> • Supports the organization, with a focus on supporting the Interim President and CEO in any capacity • Tracks donations and ensures donors are acknowledged with a thank you letter • Handles general matters related to NBCDI membership (new memberships, membership renewals, membership reports) • Supports Annual Conference registration and hosting
 <p>Dunbar, William (Ex. 6091) wdunbar@nbcidi.org <i>Vice President, Policy</i></p>	<ul style="list-style-type: none"> • Manages all policy initiatives • Collaborates and manages partnerships with external organizations on policy priorities • Supports the development of NBCDI resources and publications • Prepares and promotes NBCDI'S policy positions • Develops and implements Affiliates' advocacy efforts • Builds and maintains relationships with key stakeholders • Collaborates with senior management team on fund development • Represents NBCDI in interactions with federal, state, and local elected officials • Manages the NBCDI Policy Fellowship program



James, Cemeré
(Ex. 6087)
cjames@nbcidi.org
Interim President & CEO

- Provides day to day management of the organization and leads implementation of organizational vision and strategic plan
- Supports the Board of Directors
- Keeps the Board of Directors, Council of Elders, and National Affiliate Network informed and engaged in NBCDI’s work
- Ensures that NBCDI has robust and compliant finances and accounting
- Provides supervision to the senior management team
- Manages staff relationships to create a positive and supportive work environment, with HR support
- Conducts overall troubleshooting



Jones, Allyson
(Ex. 6085)
ajones@nbcidi.org
*Vice President,
 National Partnerships
 and Community Mobilization*

- Provides oversight and management of the National Affiliate Network
- Manages national partnerships, corporate relations, and corporate sponsorships
- Leads communications and marketing matters and provides oversight of communications consultants
- Provides public relations and media support
- Plans, manages, and implements special events, including the Virtual Learning Series



Kalloo, Kerron
(Ex. 6556)
kkaloo@nbcidi.org
T.E.A.C.H. D.C. Manager

- Supports scholars to earn Associate and Bachelor’s degrees in early childhood education
- Fosters the growth of the T.E.A.C.H. D.C. program and promotes early childhood education in the greater Washington, DC area
- Reports to stakeholders about the progress of the program



McDuffie, Kristen
(Ex. 6090)
kmcduffie@nbcidi.org
*Program Consultant,
 T.E.A.C.H. D.C. Early
 Childhood Scholarship
 Program*

- Provides support to the T.E.A.C.H. D.C. program, including its implementation and management of its day-to-day operations
- Works with the T.E.A.C.H. D.C. team to develop, manage, and monitor T.E.A.C.H. D.C. program budgets and financial reporting
- Ensures that NBCDI and T.E.A.C.H. D.C. teams meet the highest standards set by our national accrediting organization, T.E.A.C.H. National, in alignment with NBCDI’s T.E.A.C.H. D.C. license and operational manual



Moore, Ravenn
(Ex. 6555)
rmoore@nbcidi.org
*National Affiliate Network
 Consultant*

- 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
(Ex. 6095)
mmurphy@nbcidi.org
*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.



Rountree, Christopher
(Ex. 6082)
crountree@nbcidi.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@nbcidi.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	SERVICES
Beauchamp, Tai <i>Tai Life Media</i>	<ul style="list-style-type: none"> • Confidence Coach, NBCDI Policy Fellowship Program
Mensah, David <i>WAVE Training and Consulting LLC</i>	<ul style="list-style-type: none"> • Executive Coach, NBCDI Policy Fellowship Program
Ray, Aisha	<ul style="list-style-type: none"> • Senior Advisor, Office of the President & CEO and NBCDI Policy Fellowship Program

HAN GROUP	SERVICES
Doan, Minh <i>Han Group</i>	<ul style="list-style-type: none"> • Payroll • OSSE
Dong, Si <i>Han Group</i>	<ul style="list-style-type: none"> • Monthly financials • Grant reporting
Endres, Tida <i>Han Group</i>	<ul style="list-style-type: none"> • Accounts payable
Han, Jennifer <i>Han Group</i>	<ul style="list-style-type: none"> • Chief Financial Officer
Johnson, Heather <i>Han Group</i>	<ul style="list-style-type: none"> • Senior Accountant • Monthly financials • Grant reporting

KEY VENDORS	SERVICES
Finney, Michelle <i>Finney Creative</i>	<ul style="list-style-type: none"> • Print design, layout, editing, and printing • NBCDI branding materials • Consulting on large, short notice print/copy projects
High Taylor, Kristal <i>NFLUENCE.US, P.B.C.</i>	<ul style="list-style-type: none"> • Communications content development and production
Thompson, Georgia <i>Thompson Education Consulting</i>	<ul style="list-style-type: none"> • Curriculum design and consulting for NBCDI programs

Last updated: June 11, 2021