

ELIZA SOULE EVANS

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EDUCATION

Bachelor of Arts in English Literature and Theatre Arts from Western Washington University, 1995

EMPLOYMENT EXPERIENCE (Includes 2002-current only. Prior experience available upon request)

E² Consulting

1/08 – current

Owner of a consulting business specializing in funding research, grant writing, and workshop development and facilitation. Since 2006, I have maintained a 100% success rate; every grant proposal I have written has been awarded with many ranked in the top 10% of proposals received. I have also developed and facilitated cultural ambassador workshops in rural Alaska communities for the Rose Urban Rural Exchange Program.

Alaska Funding Exchange

1/06 – 12/07

Project Coordinator and Lead Writer responsible for the following:

- Conducting research to create a compelling proposal
- Conducting funding research to develop a funding strategy
- Facilitating the development of proposal strategies
- Facilitating project/program design to develop fundable projects/programs
- Writing grant proposals, funding research reports, funding strategies, Letters of Inquiry, marketing letters, website content, Cases for Support, and Concept Papers
- Editing documents for content, clarity, and consistency
- Managing contract writers
- Served as a grant reviewer for the United States Administration for Children and Families *Mentoring Children of Prisoners* program.

In my two years with AFE, every grant I was the lead writer for was funded, with many ranked in the top 10% of grants reviewed. Professional development included a GrantRaising workshop and training sessions with the Association of Fundraising Professionals.

Dolphin Jet Boat Tours

5/05 – 10/05 (seasonal)

On-Board Naturalist responsible for researching and presenting informative and compelling information about marine wildlife in Southeast Alaska for marine whale watching expeditions. Certifications include first aid, CPR, and Maritime Consortium, Inc. membership.

Big Brothers Big Sisters

9/04 – 8/05

Program Director responsible for management of programs in Juneau, Haines, Sitka, Hoonah, and Ketchikan. Responsibilities included creation and maintenance of various databases, quarterly grant reports for multiple grants, monthly status reports, case file reviews and audits, case file management, interviews and assessments of potential volunteers and clients, managing grant-funded programs, and the general smooth operation of the agency and all its programs throughout Southeast Alaska. Also responsible for hiring, firing, training, and supervision of staff. Professional Development included workshops on supervision, Logic Model evaluation tools, and supervising AmeriCorps VISTA volunteers.

Enrollment and Matching Specialist responsible for interviewing, assessing, enrolling, and matching volunteers and clients. These tasks included careful screening of volunteers including criminal background and courthouse checks, in depth interviews for assessment, careful review of files to assess match possibilities, and case file management.

Association of Alaska School Boards

8/02 – 9/04

Alaska Initiative for Community Engagement (Alaska ICE)

Community Engagement Educator responsible for designing and delivering keynote speeches, community/parent seminars, youth empowerment workshops, community planning facilitation, and staff in-services for school districts throughout Alaska. Created and managed *Assets Through the Arts*, an initiative designed to inspire and share tools with artists throughout Alaska to incorporate the Developmental Assets Framework and to use the arts as a catalyst for positive community change. Lead writer and project manager for *Activities to Connect Generations*, a book of experiential activities designed to promote community engagement. Other duties included grant writing and management, PowerPoint presentations, photography and various media programs. Professional development included facilitation workshops with the Institute of Cultural Affairs, experiential education workshops with Project Adventure, monthly training sessions, Alaska Arts Education Consortium summer workshops, and public education/school board workshops.

INDEPENDENT CONTRACT WORK

- Perseverance Theatre: Full-time temporary actor and singer in professional productions of the plays *Metamorphoses* (2005) and *The Who's Tommy* (2007).
- Facilitator for the Rose Urban Rural Exchange Program. Developed and facilitated workshops in rural Alaskan villages for middle school students learning to be cultural ambassadors (2009).
- Middle Eastern dance instructor (2005 – current) and performer (1998 – current).

VOLUNTEER EXPERIENCE (1996 – current)

- Workshop facilitator for various organizations including the Mayor's Task Force on Youth and the State of Alaska's Community-Based Suicide Prevention Program (three years).
- Big sister through Big Brothers Big Sisters (three years).
- *Pro bono* grant writing for Juneau Douglas Little Theatre, Helene Eriksen, and Everest Nepal Cultural Group.
- Actor or director for productions at Alaska North Star Productions, Last Frontier Theatre Conference, Anchorage Community Theatre, Columbia Basin College, the Academy of Children's Theatre, Richland Light Opera, Richland Players, Real Shakespeare Company, SCRAPS Improvisational Comedy Troupe, and Ye Merrie Greenwood Players.

PUBLICATION

- Lead writer and project manager for *Activities to Connect Generations*, a book explaining the philosophy and utilization of experiential activities designed to encourage community engagement and youth advocacy. Copies available upon request (2004).
- Playwriting for production at Alaska North Star Productions, the Academy of Children's Theatre, and Anchorage Community Theatre.

BOARD MEMBERSHIPS

Alaska Arts Education Consortium (2004)

Juneau-Douglas Little Theatre, Vice President (2004 – 2007)

PROFESSIONAL MEMBERSHIPS

Association for Fundraising Professionals

American Association of Grant Professionals