

2018-800

RECEIVED
9-29-11

Courtney Weatherby-Hunter

3940 Gadsden Road • Jacksonville, Florida 32207
904.635.1941 • cork179@gmail.com

PROFESSIONAL EXPERIENCE

*Children's Home Society
Philanthropy Director*

*2015-Present
Jacksonville, FL*

- Lead plans to identify, cultivate and advance prospective donors to secure major gifts through donor relations, giving campaigns, corporate support, and foundations.
- Participate in the development and implementation of an annual development plan and budget for a geographic territory of \$1.4 million.
- Coordinate planning meetings and execute plans to achieve major gift revenue goals.
- Manage an individual donor portfolio utilizing CHS Philanthropy philosophy and policies with support of CHS staff, board members and volunteers
- Oversee and monitor major gift donor related activity and submit timely reports to identified staff.
- Identify, recruit, orient, engage and support the division board (35 members) committees and volunteer fundraising groups.
- Manage and/or execute the grant research and writing process for designated geographic area.
- Maintain an accurate and complete major gift donor, prospect and constituent database to include individuals, corporations, organizations and foundations.
- Build collaborative relationships with Division management and Philanthropy staff for donor relations efforts.
- Assist Corporate Philanthropy staff and Planned Giving Committee members to increase visibility, facilitate requests and other related action items related to naming CHS as a beneficiary.
- Research and identify prospective planned and legacy giving opportunities and engage Corporate Philanthropy staff when appropriate.
- Participate in the quality improvement process.

*We Care Jacksonville, Inc.
Development Director*

*2013-2015
Jacksonville, FL*

- Secure funding through grants, foundations, corporations and individuals.
- Renew annual funding from City of Jacksonville Public Service Grant, Riverside Hospital Foundation, Baptist Health, Florida Blue Foundation, United Way and The PLAYERS Championship Red Coats, resulting in over \$300,000.
- Cultivate relationships with current donors, corporations and foundations.
- Secure new annual donors such as Medtronic, Alive Credit Union, DuBow Family Foundation.
- Design and implement strategies to grow community partnerships.
- Coordinate electronic and print marketing, including the agency's first annual report, direct mail solicitation, electronic e-solicitation, and agency website.
- Maintain communication between our community partners, clinics and volunteer physicians.
- Plan and manage the public relations, social media, print and electronic communications.
- Develop and maintain relationships with various media outlets.
- Oversee the content, accuracy and timely delivery of all acknowledgement letters and related correspondence to donors.
- Set up and manage database of donors in eTapestry.
- Engage board members, staff, and volunteers in fundraising efforts.
- Plan and implement the annual Caring Awards event.
- Work with the Caring Awards Event Chair to solicit sponsorships and in-kind gifts.

- Lead the Young Professionals Advisory Council.
- Oversee marketing/public relations interns.

*Boys & Girls Clubs of Northeast Florida
Development Coordinator*

*2010-2013
Jacksonville, FL*

- Handled all local, state and federal grants \$75,000 and under.
- Assisted in writing the Jacksonville Children's Commission Grant, totaling over 1.5 million.
- Assisted in identifying new donors through our Board of Directors.
- Secured event sponsorships for Steak & Steak, Youth of the Year, and An Evening in Wine Country.
- Formed volunteer partnerships: Target, Allstate, Comcast, State Farm, for events which resulted in grant gifts.
- Secured in kind donations for various Club events.
- Assisted Club staff with annual Club events, such as Gamesroom Tournament, IBM Day and Day For Kids.
- Collaborated with Clubs and Operations Department to strengthen current events and engage in new event opportunities.
- Developed and implemented marketing, public relations and social media strategies.
- Served on the Marketing Committee with BGCNF Board members.
- Designed and produced marketing pieces, quarterly newsletter, invitations and e-newsletters.
- Designed and maintained the new BGCNF webpage.
- Developed an annual acknowledgment campaign for donors.
- Formed relationships with media outlets, nonprofit organizations and community leaders.
- Developed Club Blu, the first young professional's organization for BGCNF.
- Formed and maintained the leadership committee of Club Blu.
- Implemented meetings, socials, and volunteer events for Club Blu.
- Oversaw all social media marketing.
- Started the first intern program at BGCNF.
- Served as Chair on the Recognition Committee and Professional Association.

*The American Lung Association
Program/Development Manager*

*2008-2010
Jacksonville, FL*

- Developed the Young Professionals Committee of ALA, Fresh Air.
- Lead event coordinator for ALA's Young Professionals event, Night Air Affair.
- Identified and recruited leadership for the charter committee; involved others to volunteer and engage in organizations events, including the premiere "Night Air Affair" event.
- Raised \$8,000 through ticket sales, sponsorships, and donations.
- Developed a mission based educational luncheon with the Regional Director, Hope Is In Reach.
- Assisted in raising over \$25,000 in sponsorships.
- Assisted with design of invitation, posters, and program for Hope Is In Reach event.
- Oversaw all social network marketing for events and programs.
- Assisted in writing and managing the United Way Grant, a \$26,000 grant awarded yearly.
- Assisted in writing and managing the following grants: Asthma Management in Schools, \$10,000, Winn-Dixie, \$10,000, Wachovia \$10,000, and Scott McRae, \$5,000.
- Represented ALA at each Duval Delegation meeting.
- Implemented Open Airways for Schools in 25 Duval County schools with a success rate of 80% of children learning asthma management skills.
- Implemented other ALA programs such as, Freedom From Smoking and Better Breathers Clubs.
- Representative of ALA on the following committees: Partnership for a Healthier Duval, Prevention of Childhood Obesity Initiative, School Health Advisory Council (Secretary), Asthma Coalition, Smoke Free Jacksonville, Network for Strengthening Families.

- Developed partnerships with University of North Florida and Fortis College.
- Developed partnerships with Girls Inc. and Team Up.
- Recruited, trained and supervised volunteers for each program.
- Trained as a facilitator for Freedom From Smoking and Teens Not on Tobacco.
- Trained as a facilitator and as a trainer for Open Airways for Schools.
- Oversaw income/expense reports for assigned program activities.
- Developed a plan to fund and implement educational programs.
- Oversaw each grant associated with Open Airways for Schools.
- Developed relationships with major media outlets, recruit and train spokespersons and served as the resource for information related to program activities.
- Recruited, trained, and supervise three interns each spring, summer and fall semester.

EDUCATION

University of North Florida

Bachelor of Arts in Sociology, Minor in Public Relations

Spring 2002

COMMUNITY INVOLVEMENT

- Women's Giving Alliance, Fellowship, San Marco Connector, Steering Committee Member, 2015-Present
- Planned Giving Council, Member, 2016-Present
- Association of Fundraising Professionals, Board of Directors, 2011-Present
- Association of Fundraising Professionals, Chair, National Philanthropy Day, 2013-2016
- Saint Francis Animal Hospital, Volunteer, 2016-Present
- School Health Advisory Council, Chair, 2008-2011
- The Big Fun Box Foundation, Board of Directors, 2009-2011

APPLICATION FOR CITY COUNCIL BOARD AND COMMISSION APPOINTMENTS
This form must be completed in full, signed, notarized and accompany a current resume.

1. Board(s) of Interest: Public Service Grants Council

2. How did you hear / learn about this appointment opportunity? Sabeen Perwaiz

Personal Information

3. Name: Mrs. Courtney Weatherby-Hunter
Dr./Mr./Mrs./Ms. First Middle/Maiden Last Suffix(Jr./Sr./III/etc.)

4. Residence: 3940 Gadsden Rd Jacksonville Duval 32207
Street City County Zip Code

Post Office Box City County Zip Code

Telephone: (area code) number 904-635-1941 Mobile: (area code) number

5. Business: _____
Business Name

Street City County Zip Code

Post Office Box City County Zip Code

Telephone: (area code) number FAX: (area code) number

6. Email Address: CORK179@gmail.com

7. To which address do you prefer correspondence regarding this application be sent? Residence Business

8. Is your address exempt from Chapter 119, Florida Statutes, regarding Public Records? Yes No

If yes, please explain: _____

9. Your Gender: Male Female

10. Describe yourself within one or more of the categories below. This information is requested pursuant to Section 760.80, Florida Statutes. Access the Statute online.

- Caucasian Asian American physically disabled
- African American Native American
- Hispanic American American woman

11. As of what date have you been a continuous resident of:

A. Duval County? 1/28/79
Month/Day/Year

B. Florida? 1/28/79
Month/Day/Year

12. Are you're a U.S. Citizen? Yes No

13. Are you registered to vote in Florida? Yes No If yes, County of Registration: Duval

Education

14. High School: Wolfson High School Jacksonville, FL
Name City State

15. Postsecondary Institutions:
Name and Location Dates Attended Certificate/Degree Earned
University of North Florida, Jacksonville, FL, 1997-2002
Bachelors (Sociology / Public Relations)

Employment

16. Provide the requested information for all employers within the last five years, beginning with the most current. Please elaborate in your attached resume.

A. Children's Home Society 3027 San Diego Rd.
Employer Address
Non-profit Philanthropy Director 11/15 - present
Type of Business Occupation/Job Title Dates of Employment

B. We Care Jacksonville 4080 Woodcock Dr.
Employer Address
Non-profit Development Dir. 2013 - 2015
Type of Business Occupation/Job Title Dates of Employment

C. Boys & Girls Clubs 555 W. 25th St.
Employer Address
Non-profit Development Coord. 2010 - 2013
Type of Business Occupation/Job Title Dates of Employment

Special Qualifications

17. List any special qualifications you think are relevant to your being appointed to a board, commission, council or committee, including any type of licensure or certification you hold, as well as any civic, professional, or political organization to which you belong. Please elaborate in your attached resume.

<u>Type or Name of License or Certificate</u>	<u>Number</u>	<u>Granting Agency</u>	<u>Date Granted</u>
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<u>Name of Civic, Professional or Political Organization</u>	<u>Office(s) Held</u>	<u>Membership Dates</u>
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<u>Association of Fundraising Professionals</u>	<u>Board - Diversity / Social Chair</u>	<u>2011 - now</u>
<u>Women's Giving Alliance</u>	<u>Steering Committee - At Large board member</u>	<u>2015 - now</u>
<u>At The Table</u>	<u>Member</u>	<u>2016 - now</u>

18. Give any additional information you believe is relevant to your appointment to a board, commission, council, or committee. Please elaborate in your attached resume. _____

Ethical Disclosure

19. If required by law or administrative rule, will you file financial disclosure statements? Yes No

20. Have you been a registered lobbyist or have you lobbied at any level of government at any time during the past four years? Yes No

If yes, did you receive compensation other than reimbursement for expenses? Yes No

<u>Agency Lobbied</u>	<u>Principal(s) Represented</u>	<u>Dates</u>

21. Has probable cause ever been found that you were in violation of:
 A. Part III, Chapter 12, *Florida Statutes*, the Code of Ethics for Public Officers and Employees? Yes No
 B. Chapter 602, *Jacksonville Municipal Code*, the Jacksonville Ethics Code? Yes No
 If yes to either above, please provide:

<u>Date</u>	<u>Nature of Violation</u>	<u>Disposition</u>

22. Have you ever been suspended from any public office or appointment? Yes No If yes, please provide:

<u>Title of Office</u>	<u>Date of Suspension</u>	<u>Reason for Suspension</u>	<u>Result (Reinstated/Removed)</u>

23. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law or ordinance? (Exclude traffic violations for which a fine of \$150 or less was paid.) Yes No
 If yes, please provide:

<u>Date</u>	<u>Place</u>	<u>Nature of Violation</u>	<u>Disposition</u>

24. Have you ever been refused a fidelity, surety, performance, or other bond? Yes No
 If yes, please provide:

<u>Type of Bond</u>	<u>Insurer or Bond</u>	<u>Date</u>	<u>Reason(s) Given</u>
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25. Do you know any reason why you would not be able to attend fully to the duties of the office or position to which you may be appointed? Yes No If yes, please explain:

History of Service

26. Have you ever been elected to any public office in Florida? Yes No If yes, please provide:

<u>Office Title</u>	<u>Date of Election</u>	<u>Term of Office</u>	<u>Level of Government</u>
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27. Have you previously been appointed to any office that required confirmation by the Jacksonville City Council? Yes No If yes, please provide:

<u>Title of Office</u>	<u>Term of Appointment</u>
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28. Have you ever been employed by any local governmental agency in Jacksonville/Duval County? Yes No
 If yes, please provide:

<u>Position</u>	<u>Employing Agency</u>	<u>Dates of Employment</u>
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29. If you served on an appointed board, commission, council, or committee, and missed any regularly scheduled meetings, please provide:

<u>Number of Meetings Attended</u>	<u>Number of Meetings Missed</u>	<u>Reason for Absence(s)</u>
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CERTIFICATION / AFFIDAVIT

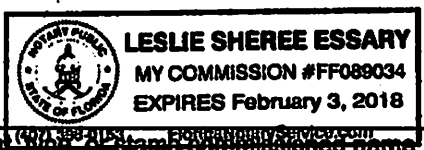
STATE OF Florida COUNTY OF Duval

Before me, the undersigned Notary Public, personally appeared Courtney Weatherby-Hunter who, after being duly sworn, says: (1) that he/she has carefully and personally reviewed the answers to the foregoing questions; (2) that the information is complete and true; (3) that he/she executed the foregoing instrument of his/her own free will and accord, with full knowledge of the purpose therefore, and (4) that he/she will, as appointee, uphold the constitutions of the United States and of the State of Florida.

[Signature]
Signature of the Applicant

Sworn and subscribed before me this 25th day of August, 2017.

[Signature]
Signature of Notary Public



Print, type, or stamp commissioned name

Personally Known OR Produced Identification

Type of identification produced

1 Introduced by Council President Brosche:
2
3

4 **RESOLUTION 2017-828-A**

5 A RESOLUTION CONFIRMING THE REAPPOINTMENT OF
6 ROSHANDA M. JACKSON AS A MEMBER OF THE PUBLIC
7 SERVICE GRANT COUNCIL, PURSUANT TO CHAPTER 80,
8 ORDINANCE CODE, AS A MEMBER WITH GRANT
9 EXPERIENCE, FOR A SECOND FULL TERM EXPIRING
10 DECEMBER 31, 2020; PROVIDING AN EFFECTIVE
11 DATE.
12

13 **BE IT RESOLVED** by the Council of the City of Jacksonville:

14 **Section 1. Confirmation.** The Council hereby confirms the
15 Council President's reappointment of Roshanda M. Jackson, a Duval
16 County resident with grant experience, to the Public Service Grant
17 Council, in accordance with Chapter 80, *Ordinance Code*, for a
18 second full term ending December 31, 2020.

19 **Section 2. Effective Date.** This resolution shall become
20 effective upon signature by the Mayor or upon becoming effective
21 without the Mayor's signature.

22 Form Approved:
23

24 /s/ Margaret M. Sidman

25 Office of General Counsel

26 Legislation Prepared By: Paula Shoup