

2018-804

Roslyn Mixon-Phillips Resume'

12277 Dewhurst Circle Jacksonville, Florida 32218 (H) 904-764-9485 (C) 904-316-3058
roslynphi@aol.com

Highly qualified and experienced private sector and former senior government executive, with a career spanning over thirty five years of progressively responsible positions. Received seven consecutive leadership appointments in the administration of three Mayors. Areas of expertise include resource management, strategic planning, economic development, housing development, neighborhood revitalization, community organizing, auditing and finance. Excellent communicator with ability to build relationships across diverse groups.

Experience

HESTER GROUP

Vice President – October 2011 – Present

Share responsibility with president for the organization's day-to-day operating activities, including revenue and sales growth, expense, cost and margin control; and monthly, quarterly and annual financial goal management. Leads design, implementation and maintenance of functions to support a solid infrastructure for Hester Group that will enable the organization to operate efficiently and effectively through planned dynamic growth. These functions include communications, finance, human resources, federal contracts, community outreach, public involvement, and business development. The vice president is a key executive in developing short and long term growth strategies and representing the organization in building and maintaining relationships with local, state and federal government agencies, as well as other key relationships.

CITY OF JACKSONVILLE - Served in the following leadership capacities:

Chief Community Officer, 2006-2011

Served as a policy advisor to Mayor with shared responsibility for effectively communicating policy and initiatives to diverse groups. This position reports to the mayor and directs the implementation of special projects and strategic initiatives such as Intensive Care Neighborhoods, Seeds of Change, Youth Summer Jobs Program and Jacksonville Journey

- Served on the Mayor's Budget Review Committee
- Played key role in formation of Jacksonville Journey and implemented major elements under youth development including Summer Jobs Program, Summer Camps, youth gang intervention and repair of neglected City assets.
- Built and maintained relationships with local non-profits and faith and community based organizations to leverage public/private resources.
- Coordinated major elements of Day of Faith which mobilized and challenged more than 12,000 residents to individually seek opportunities to address crime in their communities.
- Lead team responsible for administering mini grant program for faith and community based organizations.

Represented the Mayor on numerous community initiatives, e.g. the Real Sense Advisory Board, Empowering Effective Teachers Committee, and Project Breakthrough: Changing the Story of Race in Jacksonville, National League of Cities Education Policy Advisors Network (EPAN)

Also functioned as an ombudsman within government to ensure city departments and programs are coordinated and consistent in the delivery of services that are well communicated to eligible constituencies.

Director Recreation and Community Services Business Unit, 2008-2011

In this capacity reports to the CAO and leads a business unit with budget of more than \$100,000,000 and over 600 employees.

- Lead the implementation of reorganization that merged three City Departments saving over \$500,000 in administrative cost.
- Lead JaxParks team that received national accreditation from CAPRA in April 2011
- Established partnerships with private organizations to provide programming at Community Centers.

Business Unit included Recreation and Community Services, the Jacksonville Human Rights Commission, Cooperative Extension Office, Medical Examiner, and serves as liaison to the Public Service Grant Council, Health Department, Housing Authority, Jacksonville Public Library and the Children's Commission.

Deputy Chief Administrative Officer/Deputy Chief Operating Officer 2005-2006

Assisted the CAO with the day to day operation of City government with a \$900,000,000 budget and more than 8,000 employees. Served as vice chair of Mayor's Budget Review Committee. Had direct oversight of Housing and Neighborhoods Departments, Human Rights Commission, Community Services, Special Events, Agricultural Extension (IFAS), Solid Waste and Recreation. Also, directed the implementation and oversight of special projects and strategic initiatives.

- Designed Summer Jobs program and secured partnerships and funding resulting for over 1,500 jobs opportunities for youth, now in its sixth year.
- Lead Office of Faith and Community Based Partnerships instrumental in the implementation of Operation Safe Streets in partnership with JSO.

Director of Neighborhoods, 2003-2005

Lead a department over 200 employees and budget of \$21,000,000 with five divisions including code enforcement, community development, special events, and public information and consumer affairs.

- Secured funding and Implemented the Neighborhoods Grants Program
- Department team successfully executed SuperFest and was instrumental in planning and logistics for local activities for Super Bowl XXXIX.

Director of Business Development, JEDC 2000-2003

Lead team charged with developing and implementing a strategic plan to attract business development, with emphasis on small business development and expansion. She also led the team administering the Northwest Economic Development Fund, Enterprise Zone and the Empowerment Zone.

- Designed and implemented the NWJEDF for Better Jacksonville Plan that has resulted in \$134 Million in private investment and over 2,500 jobs retained or created.

Division Chief of Community Development, 1991-2000

Successfully administered federally funded community development and housing programs with annual fund of approximately \$20,000,000. Programs included CDBG, HOME, HOPE, HOPWA and ESG receiving numerous awards for best practices.

- For two consecutive years, the U.S. Department of Housing and Urban Development honored the Head Start to HOME Ownership program with the prestigious John J. Gunter HUD Blue Ribbon Best Practices Award in the category of increasing affordable housing and homeownership.

- Lead the development of the Springfield Historic Acquisition and Rehabilitation Program (SHARP) that was the catalyst for the ongoing Springfield revitalization. In 2000, the Springfield Initiative won the Audrey Nelson Community Development Award from the National Community Development Association, which praised the city for using block grant funds to address the needs of families and neighborhoods.

Downtown Development Authority (DDA), 1987-1990

Held numerous progressively responsible positions including Sr. Project Development Officer and Chief Financial Officer. Used experience with deal structuring and project development to attract major businesses to Jacksonville. Incentive tools successfully used to structure deals included Tax Increment Financing, Section 108 Loans, Enterprise Zone Programs, Qualified Targeted Industry, State Road Fund, NWEDF and Brownfield Grants. Through these efforts the City of Jacksonville in partnership with private businesses was successful in creating over 1,000's of new job opportunities for residents.

Sears Roebuck 1977 - 1984 Employed as Sr. Logistics Auditor for Southern Territory

Professional/ Community Involvement

- National Community Development Association, Past President of the Board, two terms
- Leadership Jacksonville, Class of 1993
- Active member St. Paul Lutheran Church
- Active member Alpha Kappa Alpha Sorority, Inc.
- Women in Local Leadership
- Active member of Links, Inc.
- Shands Hospital Community Advisory Committee
- Reclaiming Black Males Steering Committee
- Past Board memberships include Lutheran Social Services, Hands on Jacksonville, Beaver Street Enterprise Center, Duval Partners for Excellent Education Board Member and JEDCO

Awards and Recognitions

- 2009 Women's History Month Poster Recognition
- 2008 Woman of Distinction, Girl Scouts of America, Gateway Council
- Testified before Congress - VA, HUD and Independent Agencies Appropriations Subcommittee on subject of funding of Affordable Housing and Community Development

Education

- Earned Bachelors Degree in Accounting, 1977, Florida State University
- Earned an Executive MBA, 1988 Jacksonville University
- Certified Economic Development Finance Professional