

MARION KITT POTTER
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PROFILE

Semi-retired with over twenty-five years of successful administrative experience in the education, nonprofit and government sectors, I excel as a visionary with the ability to translate that vision into specific action plans and inspiring communities to work together. I have extensive experience in research, strategic planning/partnering, fund raising, project management, community and media relations; festival and event planning/promotions. As a fund raising professional, I have played a major role in securing over \$25 million in funding on behalf of community, youth and arts organizations; colleges, businesses, students and artists.

EMPLOYMENT

2016 – 2021 Executive Director – Maverick Concerts, Inc., Woodstock, NY

As the first-ever Executive Director for this National Historic Treasure, primary duties include Fund Raising/Grant Writing; Strategic Planning/Organizational Structuring; Team Building and Management; Volunteer/Internship Program Coordination; Marketing and Public Relations, Emergency Management Planning/Facilitation; Site and Festival Management; advising Board-driven events and campaigns.

2014-2016 Executive Director, Herndon Foundation for the Cultural Arts/ArtSpace Herndon, Herndon, VA Reference: Harlon Reece (Past President) Email: harlon.reece@gmail.com

While managing the visual and performing arts center, primarily responsible for envisioning, developing, planning and management of programs and events. Cultivated positive, long-term relationships with stakeholders, supporters and grantmakers; maintained accurate grants management schedules; wrote and submitted grants and required reports. Retained and more than doubled general operations and program funding during an organizational merger.

2012-Present Consultant – Organizational Structuring; Strategic Planning; Program Development; Resource Development; Community Engagement; Media Relations

DMVarts and SustainableScoop, Arlington, VA

Reference: Anders Thueson (Founder/Executive Director) Email: live_events@sustainablescoop.org

Youth Theater Interactions, Inc. and Greenwood Forest Farms Association, Yonkers and Warwick, NY. (Youth Theater Interactions since 2005) Reference: Paul Kwame Johnson (Co-Founder/President) Email: pkwamj@aol.com

Colour of Music Festival, Inc., Charleston, SC.

Reference: Lee Pringle (Founder/CEO) Email: leepringle@aol.com

Town of Wallkill Boys and Girls Club, Circleville, NY.

Reference: Alexis Eggleton (Past Executive Director) Email: alexis@montefiore.com

Howland Cultural Center and Calling All Poets, Inc., Beacon, NY

Reference: Michael Jurkovic – (President/Co-Founder) E: mjbj55@gmail.com

2007-2011 Grant Writer, State University of New York at Sullivan County, Loch Sheldrake, NY

Reference: Michael Fisher (Division Chair) – Email: mffisher@oldrhinebeck.org

Assisted the President's Cabinet in determining feasibility and funding strategies for new and ongoing programs. Identified and cultivated new funding prospects at the Federal, State, local level. Submitted well-written grant proposals, adhering to all requirements and deadlines. Wrote reports and maintained schedules. Primarily and indirectly responsible for securing over \$3 million in new funding during an exceptionally challenging economic downturn.

2005-2007 Director of Development/Community Events Coordinator – Glenn Hines Memorial Boys and Girls Club, Newburgh, NY

Reference: Reverend Nelson McAllister (Past Executive Director) Email: nmcal285@aol.com

Identified cultivated, solicited donations and goods from individuals and corporations; provided stewardship to ensure continuity of donor interest, support and participation. Cultivated and sustained relationships with existing

and prospective supporters. Developed projects and wrote winning federal, state and foundation grant proposals, provided detailed reports; maintained data and schedules. Coordinated community and fund raising events and the Downing Park Summer Concert Series. Secured over \$1million per year in funding from diversified corporate, private and government sources.

2003-2005 **Director – Hudson Catskill Regional Workforce Development Institute**, Rock Tavern, NY
Reference: Edward Murphy (Past State Executive Director) edmurphy@aol.com

Researched, analyzed and assessed training and development needs for 113,000 individuals across 7 counties in the Hudson Valley region. Helped to institute and co-directed a regional consortia of business, industry, government, education; youth development, community and faith-based leaders - recognized by New York State as a “Promising Practice.” Secured over \$2,500,000 in new funding for programs over a two year period.

1993-2003 **Program Coordinator/Grants Coordinator – Orange County**, Goshen, NY (Multiple promotional positions)

Reference: Pat DiCesare (Past Deputy Director) pdicesare@co.orange.ny.us

Identified and cultivated state and federal grant opportunities; prepared and submitted local and regional proposals. Created and led interdepartmental Grant Writing Teams in response to priorities as set by the County Executive. Trained personnel and grantees in contract compliance and reporting. Maintained data, information and grants dossier and schedules. Secured over \$10,000,000 in funding for workforce and economic development initiatives.

PUBLICATIONS

A Common Destiny: Blacks In American Society, National Academy Press, Washington, DC, 1989.

Research Assistant for the National Academy of Sciences’ National Research Council, Commission on Behavioral and Social Sciences and Education, Committee on the Status of Black Americans. Served the Panels on Education, Social/Cultural Change and Continuity, Racial Attitudes and Behavior, Political Participation and the Administration of Justice, and Children and Families. Analyzed data, provided reviews of the literature, and submitted papers to assist the Committee and its Panels in establishing criteria for the manuscript.

http://www.nap.edu/openbook.php?record_id=1210&page=R3

"Afro-American Museums in the United States: A Reference Manual," Commissioned by John Hope Franklin, 1986. Archived in Committee on the Status of Black Americans Subseries, 1984-1988

WORKSHOPS AND PRESENTATIONS

Leadership - “Grant Writing – The Basics”; “The American Workforce in the 21st Century: Reality Check”; “Cultivating a Diverse Culture in the Workplace”

Personal Development - “The Master of First Impressions: The Brand Called You”; “Top Traits of Successful Leaders”; “Finding Your Hidden Credentials”

Living History Series – “The Impact of Black Music on American and World Society – 1940-1990”; “Elizabeth Eckford: The Little Rock One”, which was featured in the Smithsonian Institution’s National Museum of African American History and Culture – The Memory Pages; “Freedom Riders: Facing Hatred with Fearlessness”; “Eleanor, Mary and Marion: A Living Will and Testimony”

SPECIAL SKILLS

1985- Present **Professional Vocalist** – Classical, Jazz, Contemporary. 1st Soprano to Contralto vocal range

1990 – Present **Event Coordinator**– Fund Raisers, Community Events, Festival Coordinator, Wedding Planner

CERTIFICATES

2004 **The Grantsmanship Center, Los Angeles, CA.** *Grantsmanship Certification*
New York Council of Nonprofits. *Non-Profit Leadership Certification*

EDUCATION

Howard University, Washington, D.C. B.A., Sociology/Psychology (Research/Statistics) 1976