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CAREER OBJECTIVE: To provide writing, editing, consultation, research, technical assistance and support on a broad range of topics and issues to organizations, particularly in the human services, mental health and physical health fields.

EMPLOYMENT HISTORY AND RELEVANT EXPERIENCE

10/2000 to present: Freelance Writer and Independent Contractor

- Contracting with the Integrated Support Services Directorate of the Library of Congress to write newsletter articles, extensive annual reports, memos, and completely revised text for their intranet website
- Revised and updated administrative procedures and clinical protocol manuals for the Library of Congress' Health Services Office
- Completed extensive revision of text for Liteman Rosse, Inc. website (www.retreatsthatwork.com)
- Coordinated all recruitment activities for the Civic Sector Leadership Fellows Program of the National Human Services Assembly, including developing detailed brochure and extensive website text.
- Served as onsite notetaker/writer compiling reports of four grant review teams for several departments of the federal government
- Provided copy for two editions of *Children's Voice* magazine, in addition to a feature article published in another edition
- Wrote scripts, awards program brochure prior to a client's annual conference
- Wrote and edited several articles for *NCNEWS*, the monthly publication for the National Council for Community Behavioral Healthcare
- Published several essays and feature articles for local newspapers and magazines
- Produced several editions of *Newsbytes*, an e-newsletter for the National Human Services Assembly
- Worked with a government contractor to compile notes from a grant review meeting into reports on each of 43 grants reviewed for the Office of Minority Health (DHHS)

- Lead writer to produce a report on mental health peer support services for the National Association of State Mental Health Program Directors

10/2000 to present: Major grant/proposal writing activities

- As of 2009, produced well over \$10 million collectively in successful private sector and government proposals as well as countless end of year reports on grant activities
- Obtained NEA grants for FY09 totaling \$85,000 for two clients (Textile Museum and Duke Ellington School for the Arts)
- Coordinated and co-wrote a winning proposal to the District's Dept. of Youth Rehabilitation Services for the Oak Hill Education Project for several million dollars (See Forever Foundation)
- Lead writer on a \$100,000 grant award from the Freddie Mac Foundation (Barker Foundation)
- Lead writer on a successful \$620,000 federal grant for the DC Dept. of Health
- Wrote and coordinated two grants to the District of Columbia totaling over \$400,000 for a local mental health agency (Center for Mental Health)
- Wrote, assembled and coordinated a successful \$50,000 proposal to the Center for Medicare and Medicaid Services for the Older Women's League
- Wrote a successful \$900,000 bid to the District of Columbia for Child and Family Services, Inc.
- Co-wrote a \$700,000 Dept. of Education grant awarded to the DC Public Charter Schools Center for Student Support Services

11/2001 to 2/2004: Child Welfare League of America--Proposal/grant writer

- Initiated concept papers and proposals as requested by program directors
- Worked with committees to produce proposals soliciting funding from foundations
- Assisted staff with production of federal grants
- Conducted research on potential funding sources for the agency
- Lead writer on a \$320,000 grant received from the Robert Wood Johnson Foundation and a \$100,000 grant awarded from Freddie Mac

**1/1993-9/2000: National Mental Health Association
Vice President, Constituency Building (Affiliate Services)**

- Established a responsive Affiliate Relations Department in a national nonprofit organization that included development of training materials and products, on-site technical assistance and consultation, growth of an extensive affiliate network, and the launch of an organizational diversity initiative.
- Greatly enhanced the relationship between a national organization and its affiliate field through prompt and responsive customer service, sensitivity to the needs of staff in the field and subsequent development of materials and training to support them. Provided continuous training and advocacy on affiliates' behalf.
- Oversaw the growth of the department from one person to eight while providing services to a growing affiliate field and forging a collaboration with consumer advocates, supervised the production of a federal grant to establish a national technical assistance center serving a number of mental health constituencies.
- Implemented a national education campaign on clinical depression through a network of local affiliates that required extensive training of the affiliate field, consistent and frequent communication via newsletters, technical assistance, conference calls, e-mail and other means. Responsible for troubleshooting and tracking accountability for grants dispersed for program activities.
- Produced the following resource and information materials:
 - *It's About More Than Money: Building a Partnership with Your United Way*
 - *Information to Assist You as a New Executive Director*
 - *Facilitating Change in the Board of Directors*
 - *Orientation and Resource Manual for Board Members*
 - *Organizational Assessment Tool*
 - *NMHA Cultural Competency Guide* (co-authored)
 - Oversaw development of *A Guide to Developing an MHA*

**4/1987-1/1993: Mental Health Association in Tulsa, OK
Executive Director**

- Led a community-based mental health advocacy agency, tripling its budget and staff size in a six-year period through aggressive program development, effective fund raising, and strong partnership between staff, volunteers and a 40-member board of directors.

EDUCATION

Bachelor of Arts, Social Work

University of Missouri/Columbia

Master of Arts, Counseling and Allied Services

University of Tulsa, Tulsa OK