

# Nikki N'kenge Feagin 202-841-2877 | [nfeagin@thecitizensciencelab.org](mailto:nfeagin@thecitizensciencelab.org)

Innovative non-profit program manager and grant writer with proven track record in funder solicitation, community and partner engagement, program coordination, and evaluation. Strengths include drafting compelling narratives, donor relations, staff/volunteer supervision, strategic collaborations, and creating diversity and inclusion strategies.

## **Grants and Communications Manager**

### **The Citizen Science Lab Pittsburgh, PA October 2020 to Present**

*Works with CEO to identify new funding sources and increase revenue from past and current donors for award-winning STEM program. Oversees all outward communications, including marketing and social media.*

- Create grant LOIs, proposals, and assessment reports for local and national funding sources
- Conduct grant research for both foundation and government funding sources
- Create and monitor organization's profile on various nonprofit websites including Guidestar and Charity Navigator
- Create, edit, and collaborate on outreach materials to increase TCSL's visibility and community interactions
- Evaluate efficacy of program curriculum
- Support special projects/events/writing assignments as assigned by CEO
- Led development of grants resulting in over \$1,000,000 in program funds since hire
- Collaborate with other TCSL staff to ensure cohesive messaging and brand support
- Supervise social media and marketing team

## **Special Program Manager**

### **OIC–Career and Academic Development Institute (CADI) Philadelphia, PA August 2018 to May 2022**

*Constructs narrative and program development for federal and local RFPs. Responsible for teaching, mentoring, and curriculum development for English and ELA electives to teens at alternative, credit-recovery high school.*

## **Special Programs Manager (promoted from Instructor/Grant Writer in January 2022)**

- Secured local and national grants resulting in a 40% increase in funding
- Lead grant writer on School District of Philadelphia proposal resulting in 5 year, \$10.5 million contract
- Monitor and track progress of new and graduating students via standardized testing scores, grades, and attendance rates
- Evaluate efficacy of grant-funded programs
- Assist counseling department with identifying clear post-graduation employment and educational pathways for students
- Developed multi-tiered support networks for students in conjunction with school leadership team
- Connect students to community organizations and representatives for enrichment opportunities both within and outside of school

## **Instructor/Grant Writer**

- Assist students with the completion of Naviance, financial aid forms, and admission process requirements for higher education opportunities
- Work with community stakeholders to create a collaborative learning environment
- Collaborated with Roster Chair on establishing effective enrollment policies
- Integrated a variety of instructional methodologies to generate student interest and foster academic success
- Enhanced elective courses for greater emphasis on soft-skill development and interview prep
- Designed curriculum for public speaking course incorporating career and academic presentations \
- Incorporated PBIS, Nurture Heart, and other trauma-informed practices into classroom environment
- Devised a curriculum map to align with Pennsylvania's Core Standards in English Language Arts Worked with students to integrate classroom activities with future post-secondary career and educational goals while holding students to high standards of acceptable class work
- During COVID-19, effectively transitioned classes to a virtual learning structure and provided social and emotional support for students

## **OIC–Career and Academic Development Institute continued**

- Created senior cohort model and assigned instructional coaches for students who needed additional academic supports
- Revised student orientation to include more comprehensive, interactive student on-boarding activities

## **Grant Writer**

### **Camp Sojourner Girls Leadership Camp Philadelphia, PA January 2019 to January 2021**

*Worked with Executive Director to increase funding from past, current, and future donors for teen and pre-teen girl leadership program.*

- Provided strategic direction for the expansion of fundraising efforts directed at new constituencies, including corporations, individuals, and foundations
- Completed RFPs, LOIs, grant applications and funding reports
- Provided assessment of program coordination in order to maximize fundraising efforts
- Provided coaching, consultation, and resources to support organization's sustainability and effectiveness

## **Program Coordinator**

### **InDemand–Center for Family Services Camden, NJ September 2017-May 2018**

*Directed workforce development initiative for under-resourced residents of Camden. Managed relationships with diverse constituencies including participants, employers, county workforce development program, internship sites, volunteers, re-entry organizations, training programs, schools, and other community agencies.*

- Assisted with grant identification, applications, and funder reporting
- Coordinated student placement, retention, and follow-up efforts
- Supervised InDemand workforce team including Job Developer, Social Support Coach, Case Manager, interns and AmeriCorps Vistas
- Collaborated with Pathways to Success Manager and made recommendations for improvements to program execution based upon data-driven assessment of program outcomes
- Served on Intercultural Competency Committee to develop and incorporate evidence-based diversity initiatives into organization's structure
- Identified and developed partnerships for employment opportunities for participants
- Created program marketing materials for use in outreach and funding requests
- Managed relationships with area re-entry organizations and probation officers
- Met 100% of projected participant numbers by serving over 80 unemployed residents during program's pilot
- Oversaw student recruitment and orientation resulting in 90% program completion rate
- Provided operational support to other agency programs and initiatives

## **Mentor Coordinator**

### **Camden Corps Plus (CCP)–Center for Family Services Camden, NJ August 2016 to October 2017**

*Coordinated mentoring and service learning components of \$2.5 million educational and workforce development pilot program for urban youth, ages 16-24.*

- Collaborated on educational planning and curriculum development
- Hired and trained mentor staff and program volunteers
- Secured employment, community service activities, and internship opportunities for students
- Worked with CCP Data Manager to collect, synthesize, and analyze program data of 125 students
- Promoted program within community and among local service providers and government agencies
- Ensured program delivery was executed in a manner that built self-esteem and empowered client agency
- Assisted with aligning all program activities with target goal of GED attainment by student participants
- Created mentor training curriculum including career-centered individual lesson plans

## **Adjunct Professor of Writing**

### **Academic Skills English–Camden County College Camden, NJ September 2013-Present**

*Responsible for teaching basic writing skills to undergraduate students.*

- Assisted with the retention of at-risk students by developing mentoring relationships using trauma-informed practices
- Developed ELA curriculum incorporating reading, rhetoric, evaluation, summary, analysis, grammar, vocabulary, and digital literacy for developmental English classes
- Assisted with admissions process to colleges and universities following students' community college completion
- Provide academic differentiated instruction within the classroom
- Incorporate employability skills and contextualized instruction into weekly lessons in order to promote

## **Community Partnerships Manager**

### **KWYS-MENTAL HEALTH ASSOC. Rockville, MD December 2004-September 2013**

*Responsible for community outreach, grant writing, program development, curriculum evaluation, staff supervision, event coordination and volunteer management for school-based social service program.*

### **Community Partnerships Manager (promoted from Site Coordinator Supervisor in September 2009)**

- Increased non-governmental grant partnerships in challenging economic environment by more than 50%
- Drafted and copy-edited program promotional materials

### **Site Coordinator Supervisor (promoted from Site Coordinator in May 2006)**

- Added an additional 100 volunteers and non-clinical interns in addition to revamping volunteer program
- Expanded agency's English as a Second Language (ESOL) classes to 5 new school-based sites including evaluation of program curriculum
- Trained and supervised 15 site coordinators, 25 ESOL teachers, and all program volunteers at 9 school-based sites

## **Site Coordinator**

- Planned and implemented community-wide outreach and events on behalf of KWYS program  
Identified service learning participants for middle school and high school youth
- Worked with Montgomery County Schools staff to identify educational enrichment activities for students  
Oversaw the creation of middle school to high school transition plan for students and their families  
Collaborated with school principals and administration on strategic initiatives for underserved students
- Acted as liaison with county resource team, public school system administration and KWYS program staff  
Created and implemented youth development and volunteer programs
- Diversified programming to reflect ethnic and gender composition of client base \

## **Education**

### **MASTERS OF FINE ARTS Creative Writing**

Rutgers University

### **Bachelor's of Arts Magna cum Laude English**

University of District of Columbia

## **Certifications and Memberships**

**Women of Color In Fundraising and Philanthropy (WOC) Member**

**Grant Professionals Association Member**

**Nurture Heart Certified April 2017**

**Mental Health First Aid Certified May 2018**