

Julie M. Gillespie, MPA, MS  
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As a management and fundraising professional, I have been responsible for securing grant funds from foundations, federal and state governments for nonprofits along with supervising and leading departments. I am recognized for my expertise in implementing best practices and my ability to provide compassionate oversight and leadership. I am skilled at working with sensitive matters, individuals from diverse backgrounds, and have empathy for all. I have been praised for my “can do” attitude, my flexibility and creativeness to work through issues, and conflict resolution.

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## EDUCATION

**Suffolk University Sawyer Business School**, Boston, MA 2003–2005

*Degree:* M.P.A., Master in Public Administration with a concentration in Nonprofits

*Degree:* M.S., Master in Science with concentration in Mental Health Counseling

**Our Lady of Elms College**, Chicopee, MA 1998-2002

*Degree:* Bachelor of Arts, concentration in Legal Studies

*Certificate:* Paralegal Certificate awarded on May 15, 2002

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## AREAS OF EXPERTISE

Strategic Planning and Board Relations	Grants Writing and Management
Government Relations	Database Management
Volunteer Management	Portfolio Implementing
Donor Cultivation and Stewardship	Team and Culture Building
Special Event Planning and Execution	Leadership
Donor/Prospect Research	Personnel Management
Program Improvement and Management	Moves Management
Community and Business Collaboration	Database Collection
Implementation of Comprehensive Fundraising Campaigns	Payroll Processing Case
Executive Management	Audit Preparations

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## RELEVANT EXPERIENCE

### **Vice President of Production**

*Pathways to Growth*, Remote 9/2023-present

**SUMMARY OF CONTRIBUTIONS:** Supervise a team of 18 writers, 2 Team Leads, 4 researchers, 31 clients, and 4 reviewers. Analyze statistics monthly; attend weekly leadership meetings and team lead meetings. Lead sales for the company by working to ensure that 90%+ of current customers renew; and close 90% of sales calls. Provide leadership to team leads, work to resolve customer and writer conflicts. Ensure CRM quality control. Approve all invoices and contracts. Conduct discovery calls with new potential clients and onboard them. Provide in-depth grant research to prospective clients. Provide strategic direction to leadership based upon sales and current customers and writers. Lead grant presentations and attend community events.

**Team Lead – Grants Specialist**

*Pathways to Growth*, Remote

9/2020-9/2023

**SUMMARY OF CONTRIBUTIONS:** Supervise a team of 10 writers, 3 researchers, 16 clients, and 4 reviewers. Ensure quality control of the client management system (LACRM); attend client and writer meetings; assist with hiring new writers and onboarding process; provide quarterly check-ins with clients; maintain a weekly report that goes to the president; track percentage of contract progress compared to grants written and help writers trouble shoot when needed. Successfully secured over \$1.5M for clients when asked to step in and help with large grants.

**Contract Grant Writer**

*onePULSE Foundation, Inc.*, Orlando, FL/Remote

10/2018-10/2022

**SUMMARY OF CONTRIBUTIONS:** Identify, research, write, and manage grant activities for organizations. Raised funds for programs, general operations, and capital campaigns. Research and write no less than 70 grants foundations and corporations for organizations annually. Able to evaluate complex grant solicitations and develop strategic partnerships with community agencies to enhance grant applications.

**Executive Director**

*Heart to Heart: A Community Care Home, Inc.*, Winter Park, FL

7/2016 – 7/2018

**SUMMARY OF CONTRIBUTIONS:** Engaged over 20 new corporations and 6 new foundations to Heart to Heart. Leading the organization with new policies and procedures to streamline operations and efficiency, which included managing all City and County contracts. Planning two major events, including our 25<sup>th</sup> anniversary celebrations. Over \$150,000 pending in asks; and worked to manage the organizational budget to stay on track and task.

**Senior Director of Capital Campaign, Grants & Research**

*Dr. Phillips Center for the Performing Arts*, Orlando, FL

3/2013-6/2015

**SUMMARY OF CONTRIBUTIONS:** In 6 months, promoted to director of grants and research, and after 1 year promoted to Senior Director. Leveraged foundation and corporate relationships to help lead the fundraising team to raise over \$25M in 2 years for the capital campaign. Responsible for thank you and follow-up policies and procedures regarding donors and sponsors. Had 10 direct reports. Personally raised over \$2.5M from corporations, foundations, and the State of Florida. Hosted individuals and attended events as needed.

**Program Manager Donovan House**

*Catholic Social Services*, Fall River, MA, onsite

7/2010-6/2011

**SUMMARY OF CONTRIBUTIONS:** Responsible for the day-to-day operations of a home for homeless women and children. Organized all volunteers and events, approved payroll, and executed the budget. Spoke at community events about the House needs and ways groups could support. Managed all staff evaluations, and on-call schedules and covered shifts as needed. Provided guidance for the women when they encountered difficult and sensitive matters.

**Contract Grant Writer**

*Catholic Social Services*, Fall River, MA, remote

5/2004-6/2016

**SUMMARY OF CONTRIBUTIONS:** Annually submitted HUD and Commonwealth grants to support housing counseling and permanent supportive and coordinated entry programs. Typically submitted an average 8-10 CoC/HUD grants annually. Raised over \$30M. Helped maintain grants.gov, Dunns, Sam.gov and Esnap online systems.

**VOLUNTEER EXPERIENCE:**

Pine Castle Women's Club member	2018-present
PTSA Cornerstone Charter Academy Executive Board - President	2023-2024
PTSA Cornerstone Charter Academy Executive Board – VP of Middle School	2022-2023
Lasagna Love Volunteer	2020-2022
PTSA Cornerstone Charter Academy Executive Board - President	2020-2022
PTSA Cornerstone Charter Academy Executive Board - Treasurer	2018-2020
State of Florida Cultural Affairs Panelist – reviewed all Cultural Affairs Grants	2014-2016

**AmeriCorps Mercy Corps Volunteer**

2002-2003

*St. Mary's Community Center*, Savannah, GA

**SUMMARY OF CONTRIBUTIONS:** Provided blood pressure checks, food assistance, tax assistance, and participated in rebuilding together for the elderly community with the Sisters' of Mercy. Lived in a community with three other volunteers. Made presentations for hospital boards and the governing board regarding St. Mary's Community Center.