

Allen Brown
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Atlanta, GA
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SUMMARY

Professional communicator with expertise in writing, editing, curating, and repurposing content for proposals, grant applications, documentation, reports, white papers, and marketing collateral. Experienced with writing and winning grant awards between \$50,000 and \$3.5 million; leading teams; designing instruction; and forging public-private partnerships. Proficient with grammar, usage, editing, UX, and design. Experienced with Mailer Lite, Constant Contact, Captivate, Snagit, WordPress, Jotform, Visio, Salesforce, and Adobe Acrobat Pro.

EXPERIENCE

Director of Grants and Projects, Bridges from School to Work

July 2018-July 2025

- Planned, designed, wrote, and published quarterly email marketing campaigns and annual reports.
- Researched, compiled and synthesized employment and educational data demonstrating the need for workforce development services for youth with disabilities ages 17 to 24 across 12 major cities.
- Developed public-facing marketing collateral to amplify the organization's brand, key messages, mission, values, value proposition, and impact.
- Planned, wrote, curated, and submitted materials for public and private grant proposals, including competitive RFPs, which generated millions of dollars in funding.
- Completed an extensive conversion of paper enrollment forms to digital, with over 35,000 submissions to-date; managed a comprehensive website content audit and redesign project.
- Planned, designed, and delivered a year-long grant-writing seminar for seven top performers.
- Served as an invited grant reviewer for the Boston Foundation three times, evaluating, rating, and recommending grants for funding.

Director of Operations, Bridges from School to Work, Atlanta, GA

Nov. 2015-June 2018

- Wrote and implemented guidelines for collecting client data, writing case notes, and standardizing case management practices, including those for protecting personally identifiable information.
- Designed and developed digital surveys distributed via mass SMS that generated 1,500 responses reflecting satisfaction levels among Bridges program participants and their employers.
- Fine-tuned key messaging and content that became integral to winning \$500,000 in new funding.
- Directed programmatic operations for a not-for-profit organization with 70 staff members dispersed across 12 major U.S. cities and an annual budget of over \$8 million.

Sr. Program Director, Bridges from School to Work, Atlanta, GA

Dec. 2001-Oct. 2015

- Directed the activities of 11 to 15 staff members who provided comprehensive employment services to high school students with disabilities across five metro-Atlanta school districts.
- Managed two multi-year federal Department of Education grants, two Workforce Investment Act contracts, three school district contracts, and several county contracts, consistently exceeding outcomes for all.
- Submitted grant proposals that generated more than \$400,000 in programmatic funding.

EDUCATION & TRAINING

- Master of Science, Technical Communication Management, Mercer University, Macon, GA
- Bachelor of Arts, English, University of North Carolina at Greensboro, Greensboro, NC