

VIRGINIA M. HUBBS

VMH543@GMAIL.COM

NONPROFIT ORGANIZATION TRAINER • GRANTWRITER • CONSULTANT

PROGRAM DESIGN • GRANT WRITING • MEETING PLANNING & FACILITATION

Experienced, innovative consultant with more than 25 years of distinguished service in grant writing and training with nonprofit organizations, foundations, corporations, and government agencies in the US and internationally. Team player with established record of success in supporting clients to develop creative programs, prepare winning proposals, and bring heart and humor to the process. Professional experience includes:

- Organization Visioning & Strategic Planning
- Grant Writing
- Workshops & Training
- Project Design & Implementation Planning
- Distance Education

PROFESSIONAL EXPERIENCE

GRANTWRITING

- Raised over \$2,500,000 through grants to fund university research, demonstration, and international student exchange initiatives as well as nonprofit organization projects.
- Prepared successful proposals in nutrition, community food systems, leadership coaching, capacity-building, program outreach, urban and small-scale farming, and other areas for nonprofit organizations, private foundations and multiple public funding agencies at both state and federal levels.
- Coordinated proposal development from initial team brainstorming through drafts incorporating multiple ideas to completion of a cohesive, successful proposal.
- Researched and prepared targeted list of potential foundation and government funding sources for research and change-oriented projects.

WORKSHOPS, EDUCATION & TRAINING

- Designed and delivered workshops for US nonprofit organizations on multiple topics including teambuilding and strategic planning, running great meetings, project design, and proposal preparation.
- Prepared materials for workshops including “Writing Proposals: 10 Tips for Success”
- Coached senior staff of multiple nonprofit organizations on successful grant writing
- Created and taught university distance education course on gender, occupations and professions.
- Designed and delivered “how to” workshops for international U.S. government and nongovernmental organizations on inclusion of women’s issues in program design.
- Developed training-for-trainers materials on including women in developing country programs for U.S. government and nonprofit organizations.

PROJECT EVALUATION

- Developed evaluation system for multi-university international student exchange programs
- Designed monitoring and evaluation system and conducted final evaluation for a collaborative million dollar W. K. Kellogg Foundation project to sustain agriculture in southeastern Pennsylvania.

- Designed and conducted assessment among advisory board and farmer participants involved in a program to strengthen the local food system in Philadelphia.

WORK HISTORY

INDEPENDENT CONSULTANT • 1986 - present • (Illustrative assignments)

- Grant writing and project evaluation • Penn State University College of Agricultural Sciences, University Park, PA
- New organization set up • Farmers' Market Alliance • The Food Trust, Philadelphia, PA.
- Distance Education • The Pennsylvania State University, University Park, PA.
- Project design, grant writing, and project evaluation • The Food Trust, Rodale Institute, Greensgrow, Inc., The Coach Initiative, The Hunger Coalition, INFORUM, Penn State University, and other organizations.
- Training and technical assistance in incorporating women into development programs • Management Systems International, The MayaTech Corporation, U.S. Agency for International Development, World Bank, Academy for Educational Development, The Futures Group, and others.

AFRICAN DEVELOPMENT FOUNDATION • Washington, DC • Foundation Representative

THE PENNSYLVANIA STATE UNIVERSITY • University Park, PA • Coordinator • Small Scale Agriculture Center

NATIONAL COUNCIL OF NEGRO WOMEN • Washington, DC • Program Officer • International Division

PEACE CORPS VOLUNTEER • Botswana, Southern Africa

ROSEMARY HILLS COMMUNITY CHILDREN'S CENTER • Silver Spring, MD • Director

EDUCATION

STATE UNIVERSITY OF NEW YORK • Albany, NY • Masters in Social Work

TEMPLE UNIVERSITY • Philadelphia, PA • Bachelor of Arts, French

EARLHAM COLLEGE • Richmond, IN • Liberal Arts

THE CHAPLAINCY INSTITUTE • Berkeley, CA

TRAINING RESOURCES GROUP • Arlington, VA • Facilitator Training Program