

Personal Data Record Form

Profile

FOR PUBLIC INFORMATION

All appointments to City Boards and Commissions are made by the City Council. Applications are reviewed and forwarded to City Council by the Executive Secretary for Boards and Commissions. Please complete this application in its entirety. Incomplete applications will not be forwarded to City Council. All applicants are encouraged to contact City Council members by email to introduce themselves and express their desire to serve.

APPLICANTS MAY ONLY APPLY FOR ONE VACANCY AT A TIME. DUPLICATE/MULTIPLE APPLICATIONS WILL NOT BE CONSIDERED.

New Applicant or Current Member

New Applicant

Robbi
First Name

Woodson
Last Name

[Redacted]
Email Address

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

Date of Birth

[Redacted]

Home Address

[Redacted]
Street Address

[Redacted]
Suite or Apt

[Redacted]
City

[Redacted]
State

22201
Postal Code

Melwood
Employer

Director
Job Title

Applicants may only apply for **ONE** board/commission/committee at a time. Please note: If more than one board is selected, your applications will not move forward for City Council consideration.

Which Boards would you like to apply for?

Commission On Persons With Disabilities: Submitted

Which position are you applying for?

BUSINESS REPRESENTATIVE

Demographics

Do you currently live in the City of Alexandria? NOTE: If your answer is no, a residency waiver is required for positions that are not specific to an organization or profession.

Yes No

If yes, how long?

10

Have you ever attended a meeting of the Board or Commission for which you are applying?

Yes No

Have you ever served the City of Alexandria in any capacity?

Yes No

If yes, please explain

Interests & Experiences

Statement of Interest

As a person with disabilities and now professionally working to provide resources for them, I am interested in ways to help and support reasonable policy changes to create inclusive communities.

Are you currently a member of a City Board, Commission, Committee or Authority?

Yes No

If yes, please list the board:

How many terms have you served on this board?

0

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Are you now paid by the City of Alexandria?

Yes No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

Yes No

If yes, please explain:

Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?

Yes No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867 regarding the completion of a financial disclosure statement??

Yes No

EDUCATIONAL BACKGROUND

Indiana University Lilly Family School of Philanthropy Certificate, Fundraising Management · (2016 - 2017) George Mason University BA, Government and International Politics · (1999 - 2003)

SUMMARY OF WORK AND PRACTICAL EXPERIENCE:

Melwood Director, Individual Giving August 2022 - Present (1 year 5 months) Upper Marlboro, Maryland, United States I am focusing on building individual donors and new relationships for dynamic nonprofit providing jobs and opportunities for people with disabilities for over 60 years in the greater Washington, DC area. My goal is to continue expanding Melwood's network and deepen its relationships. Working with a great team of colleagues, we hope to expand the resource of Melwood into the next generation through programs. Center for Arms Control and Non-Proliferation Director of Development March 2021 - November 2022 (1 year 9 months) Washington, DC Working to provide resources for an organization dedicated to enhancing international peace and security in the 21st century. Our focus has been and will continue to be on reducing nuclear weapons but also focus on activities that are present and emerging security threats to the U.S. I am focused is on the full scale of development projects to include direct mail, foundation grants, planned giving, and individual relationships Council for a Livable World Director of Development March 2021 - November 2022 (1 year 9 months) Page 1 of 4 Washington DC-Baltimore Area Since its founding by nuclear physicist Leo Szilard in 1962, the Council has promoted policies to reduce and eventually eliminate nuclear weapons to minimize the risk of war through lobbying and help elect U.S. Congressional members who share our values. My work has focused on leveraging existing relationships while building an acquisition plan for the future. Utilizing direct mail, online tools, and existing relationships as a team, we have raised around six figures to support our goals this year. It is a pleasure to work with so many amazing folks who are passionate about minimizing nuclear threats in the world. The Henry M. Jackson Foundation for the Advancement of Military Medicine Senior Development Manager June 2020 - February 2021 (9 months) Bethesda, Maryland, United States Worked with the HJF

Robbi Woodson

team to plan, manage, and implement fundraising strategies, campaigns, and appeals; managed and identified opportunities for collaborative partnerships; and worked with the larger team to identify areas of collaborative growth. National Law Enforcement Officers Memorial Fund 7 years 7 months Director Strategic Relationships April 2018 - June 2020 (2 years 3 months) Washington D.C. Metro Area Oversaw a comprehensive relationship plan with the goal of increasing interaction in programs and projects. Worked closely with the NLEOMF team and volunteer supporters, I worked to identify, cultivate, solicit and steward both Capital Campaign and unrestricted giving to support the National Law Enforcement Museum and Memorial. Developing well-targeted solicitations that maximize response rates and giving from donors. Major Gift Officer August 2016 - April 2018 (1 year 9 months) Washington D.C. Metro Area Helped to maintain a place to encourage dialogue about the role of American law enforcement in a democratic society. NLEOMF is the only organization with both a Memorial and a Museum connected to the culture of law enforcement and focuses on educating all Americans on the role of public Page 2 of 4 safety. Working closely with the NLEOMF team and volunteer supporters, I worked to identify, cultivate, solicit and steward both Capital Campaign and unrestricted giving to support the National Law Enforcement Museum opening in 2018. Oversaw a comprehensive giving plan with the goal of increasing donor interaction in current programs and projects. Developed well-targeted solicitations that maximize response rates and giving from donors is a current focus. Development & Law Enforcement Relations Manager December 2012 - August 2016 (3 years 9 months) Washington D.C. Established and maintained relationships with constituents throughout the country to foster support for the organization. Area's of focus where on the capital campaign to build the National Law Enforcement Museum, sustainment of National Law Enforcement Officers Memorial and work on Officer Safety Initiatives. Working with a team of staff, law enforcement executives and volunteer leaders on the development and execution of local activities to highlight the organization is just one of the many activities in production. First Responders Children's Foundation Grants Manager April 2020 - May 2020 (2 months) New York City Metropolitan Area Implemented a grants management system in response to providing awards to individual first responders impacted by COVID. Helped to award more than 3,000 grants totaling more than \$3.2 million. Improved grant application process and tracking of award review. Coordinated a team of six grant reviewers to process around 800 applications a week. National Sheriffs Association 9 years 1 month Program Manager April 2005 - March 2013 (8 years) Developed and managed grant proposals and budgets for projects. Managed outreach communications. Worked closely with funders and contractors on changing project deliverables and guidelines. Managed all content for a web site called USAonWatch.org. Served as the NSA staff liaison for the Crime Prevention/Private Security Committee and Youth Programs/Juvenile Justices Committee. Created multiple organizational partnerships with outside stakeholders to better policy and project deliverables. Page 3 of 4 Program Assistant March 2004 - April 2005 (1 year 2 months) Provided basic support and technical assistance to law enforcement agencies and citizens on project resources. Worked with the program director to coordinate meetings for national committees. Assisted with IT problems and web site changes related to program. National Wildlife Federation Editorial Assistant September 2001 - December 2003 (2 years 4 months) Corresponded with publishers about reviews, permissions, and copyrights of nature-related books. Assisted with internal audit of magazines. Updated management on the progress of permissions. Wrote book reviews and activities for the online portion of the magazines. Researched information pertaining to permissions, marketing, and educational projects.

REFERENCES - Please list names, phone number and/or email addresses of three references that support your application.



Upload a Resume

Additional Document (statement of interest, letter of support, or recommendation, etc..)

Non-Discrimination Data Supplemental Questions

Robbi Woodson