

LINDA D. JENKINS – OWNER OF JENKINS CONSULTING GROUP

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EDUCATION:

Master's - Public Affairs, Lyndon B. Johnson School of Public Affairs, University of Texas at Austin

Bachelor of Arts - History/Urban Studies, Princeton University

CAREER ACHIEVEMENTS:

- As the Owner of Jenkins Consulting Group, competed nationally to be inducted into the first class of BoardSource Certified Governance Trainers® (BCGT's) in November 2012. BCGT's facilitate BoardSource's nonprofit board governance training classes in their communities.
- While serving as Community Investments Vice President at Tulsa Area United Way (TAUW) for ten years, developed and implemented a continuous improvement model to evaluate and redesign all of TAUW's community-based investments processes. Also, facilitated development of the following three initiatives to improve service delivery systems: Tulsa Community AIDS Partnership, Success By 6® (early childhood education and care) and 2-1-1 Tulsa Helpline. Efforts recognized with Evergreen Spirit Award from the AIDS Coalition of Tulsa in December 2004 and Leadership Award from Tulsa C.A.R.E.S. in October 2006.
- While serving as Administrative Officer for the City of Long Beach Health and Human Services Department, served as the City's Vicious Animal Hearing Officer adjudicating cases between the Animal Control Bureau and dog owners when dogs were accused of violating provisions of the City's Vicious Animal Ordinance.

PROFESSIONAL EXPERIENCE:

Owner, Jenkins Consulting Group, 2008 to Present

Responsibilities: Lead a consulting firm that improves organizational effectiveness by providing customized professional services including strategic planning, board assessment and development, leadership training, program assessment and evaluation, meeting and retreat facilitation, and donor-centered fundraising.

Vice President – Community Investments, Tulsa Area United Way, 1998 - 2007

Responsibilities: Managed five staff members in development and execution of annual community-based investment processes for 65 member agencies with 275 volunteers and coordinated member agency relations.

City of Tulsa, OK

- **Financial Analyst**, Budget & Planning Division, Finance Department, 1997 – 1998
Responsibilities: Prepared spending and transfer schedules for funds, reviewed and evaluated Public Works Department budget and budget adjustment requests for operating and capital funds, and prepared indirect cost plans.

Linda Jenkins – Resume Continued

- **Human Services Planner**, Community Services Division, Urban Development Dept., 1995 - 1997

Responsibilities: Coordinated project selection for federal grant funds distributed by the Department; monitored grant recipients for satisfactory performance and compliance with regulations; and prepared Continuum of Care Plan for providing homeless services in the Tulsa community.

City of Long Beach, CA

- **Administrative Officer**, Admin. Div., Dept. of Health & Human Svcs., 1990 - 1993
Responsibilities: Managed fifteen (15) employees in: preparation and control of the Department's annual operating budget (\$21 million) including 40 grant budgets; coordination and processing of purchases and payments including third-party medical billings and fee-for-service cash payments; preparation and control of payroll/personnel transactions; and provision of custodial, security, telephone operator and messenger services. Also, chaired Safety Committee and served as Vicious Animal Hearing Officer.
- **Budget Administrator**, Budget Management Division, Administration Bureau, Police Department, 1986 - 1990
- **Administrative Analyst**, Administration Division, Department of Community Development, 1985 - 1986
- **Assistant Administrative Analyst**, Capital Improvement Program Division, Engineering Bureau, Department of Public Works, 1985
- **Management Intern**, Office of the City Manager, 1984 – 1985

PROFESSIONAL DEVELOPMENT:

- Member, BoardSource – 2008 to Present & Became Certified Governance Trainer® in November 2012
- Member, Association for Talent Development Tulsa Chapter, 2011 to Present – Program Committee in 2014, At-Large Board Member in 2015, VP of Programming in 2016, and President-Elect in 2017
- Certified Consultant, Oklahoma Center for Nonprofits – 2012 to present
- Founding Member, Equality Business Alliance (Jenkins Consulting Group) – 2011 to present
- Member, Women in Management, Mentor Program Committee, 1989 to 1993 - Chair, 1992 to 1993

COMMUNITY ACTIVITIES:

- City of Tulsa – Sales Tax Overview Committee, Appointed District 1 Rep., 2017
- Friends of Tulsa City-County Libraries Board of Directors, 2015 to Present and Assistant Treasurer & Membership Committee Chair – 2016-2017
- Graduate, North Tulsa Development Council (now LEAD North), Class 2 in 2011
- Nominating Committee, Camp Fire USA Green Country Council, 2008 – 2010 & Good News Award, March 2010
- Graduate, Leadership Tulsa (Class 25) 1999 & Member 1999 to 2011
- Member, Youth Services of Tulsa Board of Directors, 1997
- Member, TAUW, Venture Grant Fund Distribution Committee, 1996 - 1997
- Member, Long Beach YWCA/WomenShelter Board of Directors, 1990 – 92