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City of Seattle
Notice of Appointment

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CITY OF SEATTLE
12 JAN -9 PM 3: 53

Name: Anne Luce		<input checked="" type="checkbox"/> Executive Appointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: Capitol Hill	Zip Code: 98102	Contact Phone No.: 206-684-4500
Appointed to: Seattle Women's Commission		Date of Appointment:
Authority (Ord., Res.): Ordinance 118392		Term of Office: From: December 23rd, 2011 To: July 13 th , 2013
Comments: Initial-Appointment Anne Luce is the policy manager for Partnership for Learning, a nonprofit organization focused on ensuring all students graduate from high school ready for college and work and doubling the number of low-income students who earn post secondary degrees or certificates. In this role, she manages coalition and stakeholder groups, executes strategic priorities, advocates for public education reforms, and creates research based policy reports. She previously worked as a program coordinator on the College & Career-Ready team in the United States Education division at the Bill & Melinda Gates Foundation, and was a legislative correspondent for Senator Maria Cantwell. Anne has Masters in Public Administration.		
Authorizing Signature: 		Name and Title of Officer Making Appointments: Mayor Mike McGinn



July 14, 2011

Seattle Women's Commission
Nomination Committee
810 Third Avenue, Suite 750
Seattle, WA 98104-1627

RECEIVED

JUL 18 2011

SEATTLE OFFICE
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To the Seattle Women's Commission,

One of my personal and professional goals is to give back to the community where I live, and especially the women in Seattle and the greater metropolitan area. In this vein, I respectfully apply for one of the current open seats on the Seattle Women's Commission (Commission).

I believe that my educational background and work experience, explained more fully in my attached resume, will be an asset to the Commission. My Master's degree in Public Administration from Seattle University and my work in education policy at both the Partnership for Learning and Bill & Melinda Gates Foundation allow me to bring a diverse array of skills to the Commission.

These policy skills are supplemented by my work for U.S. Senator Maria Cantwell, and my appearances on behalf of Partnership for Learning before the Washington State legislature, the Superintendent for Public Instruction and in numerous educational forums.

I am passionate about my work and passionate about expanding opportunity for women in our community. My educational, professional, and political skills will be an asset to the Commission, and enable me to assist you in identifying, developing, and implementing robust policies and strategies that advance the women's community.

My resume is attached. I encourage you to contact my references. I look forward to meeting personally with you discuss my application and answer any questions.

Thank you,



Anne Luce

Anne M. Luce

SUMMARY OF QUALIFICATIONS

- Strategic planning, development and execution experience
 - Excellent multi-tasking abilities
 - Strong verbal and written communication skills
 - Project management experience
 - Strong organizational skills
 - Website development and design
 - Event planning experience
 - Proficient in Outlook, Word, Excel and PowerPoint
 - Friendly, energized, self-motivated and a hard worker
-

PROFESSIONAL EXPERIENCE

Partnership for Learning (Seattle, WA)

2010-present

Policy Manager

- Execute the strategic priorities of the board in the area of K-12 education, including: advocating for STEM education initiatives, college-and career-ready graduation requirements, common core standards and assessments, development of strong data and accountability systems and teacher and principal performance-based metrics
- Manage coalition and stakeholder groups
 - Built relationships, trust and open communication among diverse constituents and stakeholders including community leaders, elected and appointed public officials, service providers and school district administrators
 - Serve as a steering committee member of the Excellent Schools Now Coalition
 - Coalesce and represent business community interest in education reform
- Advocate for public education reforms at the federal, state and local level
 - Collaborate with members of the Washington State Legislature, State Board of Education and senior staff at the Office of Public Instruction to develop robust policies.
 - Speak at national and state conferences
- Developer of annual policy agenda and accompanying strategy
 - Identify national, state and local policy trends
 - Conduct annual poll of Washington voters and teachers to identify public interest in education reform policies
 - Represent organization at national and state conferences and meetings
- Create research-based materials and policy reports
 - Research, write and release public policy white papers in support of policy agenda; topics include college-and career-ready standards and graduation requirements, school finance, accountability, charter schools, and more
 - Key contributor and leader in the development of the Washington State People's Plan for Education Reform, a strategic plan for education improvements developed by the Excellent Schools Now Coalition
- Supervise all grant related activities; including grant solicitations, grant applications and grant progress reports – both narrative and fiscal.

Bill & Melinda Gates Foundation (Seattle, WA)

2006-2010

Program Coordinator, Education/US Programs

2009-2010

- Coordination and management of grants and contracts
 - Active management of high volumes of grants for three individual teams from opportunity creation through to opportunity closure
 - Assist program staff in the preparation and editing of reports, proposals summaries and other communications with grantees
 - Collaborate with team members to manage portfolio progress and strategic alignment
 - Continuously manage grants and contracts pipeline
 - Develop and manage internal grants and contract process
 - Monitor grantee progress against targets, milestones and outcomes
- Monitor budget and portfolio
 - Anticipate payout progress, challenges and opportunities for internal team collaboration
 - Routinely prepare and analyze budget models and reports for decision making
 - Collect and organize budget data across multiple teams
- Develop, coordinate and manage work team plans
 - Identify coordination process, due-dates and potential challenges in order to achieve goal
 - Design, identify and document team milestones, objectives, outcomes, impact and dashboards
- Organize large-scale meetings/convenings
 - Assist with the design and facilitation of planning sessions, retreats and external convenings
- Develop, maintain and manage internal tools for team collaboration
 - E.g. Sharepoint, OneNote, Unison (grant management tool), Contracts Pipeline, etc.

Program Assistant, Education/US Programs

2006-2009

- Provide administrative support to Deputy Director and Senior Program Officer
 - Routinely schedule high volumes of domestic meetings, manage complex calendars and coordinate travel arrangements
- Serve as a liaison with internal and external partners, grantees, government officials and consultants
- Assist in drafting and editing correspondence for managers.
 - Includes letters, memos, briefings, emails, Proposal & Analysis Recommendations (PARs) and PowerPoint presentations
- Assist in managing grantee portfolios through reviewing progress reports and participating in quarterly review meetings
- Serve as project coordinator for Science, Technology, Engineering and Mathematics (STEM) initiative
- Develop online portals for document sharing, discussion collaboration and calendaring
- Support the execution and management of contracts with vendors and consultants
- Routinely execute large events, meetings, presentations and convenings
- Manage and distribute monthly advocacy report
- Compile monthly expense reports, reimbursements and check requests for staff and external partners
- Manage team collaboration websites by routinely updating sites with recent and pertinent information

Strategies 360 (Seattle, WA)

2004-2006

Account Coordinator

- Successfully managed election campaigns for Clark County Commissioner and Clover Park School District Bond Measure
 - Involved voter identification, media and print communications and grassroots outreach
- Provided project management, planning and communications support for a variety of high-profile clients
- Developed strategic communications materials for clients
- Produced monthly newsletters and client update memos and briefings

Office Manager

2004

- Provide administrative to the firms two executives
- Event management: contract negotiations, menus, staff and operations standards
- Organization and timely submission of billable hours, expenses, invoices, travel arrangements

Senator Maria Cantwell (Washington, DC)

2003-2004

Legislative Correspondent

- Responded to constituent correspondence in issue areas of labor, judiciary, immigration, technology, social security and welfare
- Drafted co-sponsorship memos, meeting memos, legislation, and briefings for the Senator and senior staff
- Assisted with research projects for senior staff
- Researched and organized daily newspaper clips for the Senator and staff
- Assisted with scheduling for the Senator

Staff Assistant

2003

- Coordinate weekly updates on Washington state constituent public opinion
- Answered constituent phone calls and inquires

EDUCATION

Seattle University (Seattle, WA)

2007-2009

Institute of Public Service; Masters Public Administration

Cascade Executive Program

University of Washington (Seattle, WA)

2009

Course: Leading When You Are Not in Charge

Gonzaga University (Spokane, WA)

1999-2003

BA, History and Political Science

Concentration: European History

AWARDS

Above & Beyond Colleague

November 2009

College Ready Leadership

Awarded and recognized amongst colleagues for extraordinary level of commitment, work ethic and team collaboration.

COMMUNITY INVOLVEMENT & HOBBIES

Seattle SCORES

Auction Committee

April 2009

Served as a co-chair for Seattle SCORES Auction

- Serving on the committee for Seattle SCORES signature fundraising auction event
- Responsible for organizing all aspects of the event – including logistics, budget, and procurement

Seattle University Graduate School Advisory Committee

Present

Representative for the Public Administration Program

- Serve as a voice for students in the MPA Program and College of Arts and Sciences
- Communicate and collaborate directly with the Office of the Dean

Exercising & Nutrition

Marathoner/Runner

Present

- Finished Portland, Seattle and Boston Marathons
- Top 10 finisher in several local half-marathons and 10Ks

Page Ahead

2008

Book Drive

- Volunteered, led and organized a foundation-wide book drive for Page Ahead, a local nonprofit that provides new books to low-income, minority children
- Collected over 400 new books

Washington State Society

2003-2007

Membership Coordinator (Washington, DC)

- Assisted in planning Society events for Washington delegation, members and associates
- Responsible for overseeing membership recruitment and requirements
- Organized and maintained membership database

Regional Coordinator (Seattle, WA)

- Assisted in planning Society events for Washington delegation, members and associates
- Coordinated grassroots membership drive

REFERENCES

Caroline King, *Former Executive Director at Partnership for Learning*

Washington STEM, Chief Operating Officer

Phone: 206-658-4321

Email: caroline@washingtonstem.org

Steve Seleznow, *Former Deputy Director at Bill & Melinda Gates Foundation*

Arizona Community Foundation, Chief Executive Officer

Phone: 602-381-1400

Email: sseleznow@yahoo.com

Denny Heck, *Personal Friend*

Phone: 360-786-1962

Email: dennyheck2@comcast.net

Seattle Women's Commission

December 2011

21 Commission members: Per S.M.C. 3.14.920, confirmed by City Council, **2 year terms***

- 9 Appointed by Mayor
- 9 Appointed by City Council
- 2 Appointed by the Commission, confirmed by City Council
- 1 member *Get Engaged: City Boards and Commissions* program: Appointed by Mayor, confirmed by City Council -1-year term-appointed in September

D*	G	Name	Appointed	Term Ends	Term #	Position	Appointed By
2	F	Abshire, Levonne	06/21/10	07/01/12	1st		City Council
5	F	Alvarado, Emily,	03/31/10	07/01/12	1		City Council
5	F	Argo, Mergitu	06/21/10	07/01/12	3 rd		City Council
5	F	Cava Northrop, Laura	08/31/09	07/01/13	1st		City Council
5	F	Gillihan, W.M.	08/31/09	07/01/13	1st		City Council
5	F	Gitt, Mallory	12/1/09	07/01/13	1st		City Council
5	F	Jahshan, Maha	08/31/09	07/01/13	1st		City Council
5	F	McConnell-Gutierrez, Betsy	03/13/08	07/01/12	1st		City Council
5	F	Mondi, Alison	08/31/09	07/01/13	1st		City Council
	F	McCaffree, Alison	03/31/10	07/01/12	1st		Commission
	F	Arrington, Amy	03/31/09	07/01/13	1st		Commission
4	F	Echo/Hawk, Abigail	07/26/10	07/01/13	2 rd		Mayor
5	F	Luce, Anne	07/26/10	07/01/13	1st		Mayor
5	F	Grow, Leslie	07/26/10	07/01/13	1st		Mayor
5	F	Robinson, Olivia	07/26/10	07/01/13	2nd		Mayor
2	F	Hickman, Rose	07/26/10	07/01/13	2nd		Mayor
5	F	Kenny, Erin	07/26/10	07/01/12	2nd		Mayor
2	F	Johnson, Jamila	07/26/10	07/01/12	2nd	Co/Chair	Mayor
5	F	Westerlind, Linnea	07/26/10	07/01/12	2nd		Mayor
2	F	Millicent Newhouse	07/26/10	07/01/12	1st		Mayor
6	F	Kagy, Roslyn	09/01/11	09/11/12	Only	Get Engaged	Mayor

	(1)	(2)	(3)	(4)	(5)	(6)				
	Men	Women	Vacant	Minority	Asian/American	African/American	Latino	Native/American	Other	Caucasian
Mayor	0	9	0	1	0	1	0	0	8	0
Council	0	9	0	4	0	3	0	1	5	0
Commission	0	0	2	0	0	0	0	0	0	0
Get Engaged	0	1	0	0	0	0	0	0	0	1
Total	0	19	2	5	0	4	0	1	13	1

*The Get Engaged youth program Commissioner serves a single term of one year.

**Commissioners whose first appointments are for a term of less than twelve months are eligible to serve for two additional two/year terms.