

**City of Seattle
Notice of Appointment**

Name: <i>Tara Luckie</i>		<input type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: <i>West Seattle</i>	Zip Code: <i>98116</i>	Contact Phone No.: <i>206-932-2746</i>
Appointed to: <i>Customer Review Panel for Seattle Public Utilities' Strategic Business Plan</i>		Date of Appointment: <i>March 20, 2013</i>
Authority (Ord., Res.): <i>Resolution 31429</i>		Term of Office: From: <i>April 16, 2013</i> To: <i>December 31, 2014</i>
Background: Tara Luckie is Executive Director of the West Seattle Helpline and one of her main roles is helping families facing emergencies pay utility bills, which include utility bills through Seattle Public Utilities. Ms. Luckie has experience in strategic planning through both her Masters Program in Nonprofit Leadership and by being a part of the strategic planning process for various organizations. She is currently completing her doctoral dissertation in Educational Leadership.		
Authorizing Signature: 		Name and Title of Officer Making Appointments: <i>Jean Godden, Seattle City Council</i>

OBJECTIVE

To contribute to my community by applying and strengthening my leadership skills and experience.

SUMMARY

- Proven ability to develop a vision, achieve consensus, and deliver results within a diverse population with increasing levels of authority
 - Experience working in a wide variety of nonprofit settings
 - Educational background in nonprofit leadership with strong working knowledge of strategic planning, program evaluation, volunteer management, fundraising, donor relations, leadership development and nonprofit law
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PROFESSIONAL EXPERIENCE

West Seattle Helpline, Seattle

Executive Director

May 2011 to Current

As the Executive Director of the West Seattle Helpline I am involved in all aspects of running the organization. I supervise staff & volunteers, manage development operations, work directly with the board to develop a strategic plan and plan special events. I also work directly with clients that are receiving funding from our financial assistance program. One of my main roles is managing the development operations and overseeing the budget. Since joining the West Seattle Helpline, we have increased our funding by close to 20% and expanded all of our program operations.

Avivara, San Pedro Las Huertas, Guatemala

Nonprofit Development and Event Coordinator

April 2010 to November 2010

As the Development and Event Coordinator for Avivara, I worked on such components as web design, strategic planning, fundraising, donor relations, and community organizing. Through this position I also focused on community outreach by connecting with 8 disadvantaged communities to distribute resources such as school supplies, food, and clothing. As a result of planning and implementing Avivara's first large-scale fundraising event, I was able to accomplish the goal of securing over \$23,000 in donor contributions for this grass-roots organization.

University of Washington, Seattle

Service Learning Facilitator

April 2009 to March 2010

Through this position, I designed and taught service learning curriculum on nonprofits to over 100 university students. I taught seminars using innovative teaching methodology and assisted students in implementing their own service learning project with an education-based nonprofit in the Seattle area. This seminar ranked as one of the most popular of 20 seminars offered within the program by students.

Crossroads Global, Seattle

Personal Assistant to CEO

November 2007 to December 2009

As personal assistant to the CEO, my duties included managing all household related aspects of the CEO as well as business related aspects. This entailed supervising hired individuals, organizing taxes, managing real estate and finances, organizing and maintaining a calendar and schedule for the CEO.

Seattle Works, Seattle

University Volunteer Coordinator

January 2007 to November 2007

While serving as the University Volunteer Coordinator my main role was as the liaison between nonprofit affiliates and universities around community service involvement. For Seattle Works I networked with local universities to plan and implement Seattle Works volunteer programs as well as worked with universities on a national level through Hands On Network, a community service-based nonprofit organization. Some of my accomplishments include coordinating 150 volunteers for a one-day school restoration project, implementing a one-day service project with 350 university student volunteers, planning and leading a group of 10 professionals on a week-long New Orleans volunteer trip, traveling to 6 different states to promote community service programming and conduct workshops at Universities, and co-implementing the Student Volunteer Leadership Curriculum which has been published by Hands On Network.

Theodore T. Alexander Science Center, South Central Los Angeles

Elementary Teacher

September 2005 to November 2006

As a second grade teacher I taught all subjects at a Title One inner city school in a self-contained English Language Development classroom. While teaching at the Science Center my students successfully raised their academic levels an average of 1.5 grade levels in English and Math. To enhance my students' education, I coordinated community volunteers to teach a variety of classes such as French and art. Through my graduate school training, I utilized techniques to teach to all learning modalities. I also participated in several English Language Development Conferences with teachers within the community.

LEADERSHIP ROLES AND AWARDS

- Board member of the West Seattle Helpline, 2011- current
- Board member of Nonprofit Assistance Center, 2011- 2012
- Muckleshoot Job Coach for tribal members, 2011
- Seattle Juvenile Drug Court Learning Coach Curriculum developer, 2011
- Krueger Scholarship of Ethical and Reflective Leaders, 2010
- Global Visionaries Global Leadership Classroom Support and Curriculum Intern, 2009 to 2010
- Disaster Preparedness Facilitator, 2008 to 2009
- Mary Lou Wise Scholarship, 2008
- Red Cross Preparedness Party Coordinator for Young Professionals, 2007 to 2009
- Taught workshop on community service at NACURH Conference in Wisconsin, 2007
- Writing Tutor, University of Washington Business School, 2007
- Events co-committee chair at Alexander Science Center, 2005 to 2006
- Received Earth Watch grant to travel to Mexico for student programming, 2006

TRAININGS

- Ten week course on nonprofit law, 2010
- Social Justice service-learning course, 2010
- Red Cross Community Disaster Preparedness training course, 2008
- Red Cross International Humanitarian Law Course, 2008
- Break Away: Alternative Volunteer Breaks Training in San Diego, 2007
- The Bridge, training to serve on a nonprofit board or public commission, 2007
- University Volunteer Coordinator training at Hands On Network in Atlanta, 2007
- Teach For America diversity workshops, 2005 to 2006

EDUCATION

School of Education, Seattle University, Seattle

Doctorate in Educational Leadership

Current GPA of 3.95 on a 4.0 scale

August 2008 to Current

College of Arts and Sciences, Seattle

Masters in Nonprofit Leadership

Graduated with a 3.85 GPA on a 4.0 scale

August 2008 to June 2010

School of Education, Loyola Marymount University, Los Angeles

Masters in Education

Graduated with a 3.96 GPA on a 4.0 scale

June 2005 to May 2007

Jackson School of International Studies, University of Washington, Seattle

Bachelor of Arts in Latin American Studies

Graduated with a 3.5 GPA on a 4.0 scale

September 2002 to June 2005

Customer Review Panel for Seattle Public Utilities' Strategic Business Plan

Nine members: Per Resolution 31429, all subject to City Council confirmation, 21-month terms

- 4 Appointed by City Council
- 5 Appointed by Mayor

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
C	F	1	Laura Lippman	3-20-2013	12-31-2014			Council
C	M	2	Bruce Lorig	3-20-2013	12-31-2014			Council
C	F	3	Tara Luckie	3-20-2013	12-31-2014			Council
C	M	4	Walter Reese	3-20-2013	12-31-2014			Council
C	F	5	Suzie Burke	3-20-2013	12-31-2014			Mayor
A	M	6	Bob Ho	3-20-2013	12-31-2014			Mayor
C	M	7	Dave Layton	3-20-2013	12-31-2014			Mayor
C	M	8	Noel Miller	3-20-2013	12-31-2014			Mayor
AA	M	9	Carl Pierce	3-20-2013	12-31-2014			Mayor

*Diversity

		(1)	(2)	(3)	(4)	(5)	(6)			
	Men	Women	Vacant	Minority	Asian-American	African-American	Hispanic Latin@	Native-American	Other**	Caucasian
Mayor	4	1		2	1	1				3
Council	2	2		0						4
Other Bodies										
Total	6	3		2	1	1				7

**Other includes diversity in any of the following: race, gender and/or ability