

# NICOLE DUNN

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## PROFESSIONAL EXPERIENCE

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### *CHAMBERLIN/DUNN, LLC, INDIANAPOLIS, IN*

#### **Director & Co-founder**

11/2017 – Present

- Provide research and facilitation to support strategic, investment, and grant-making decisions for clients including K-12 and higher education, nonprofit organizations, and public entities
- Evaluate federal, state, and foundation grant-funded programs, through interviews, focus groups, surveys, and data analysis that capture the experiences of implementers, partners, and beneficiaries
- Support grant applicants, grantees, and their partners through technical assistance, coaching, consulting, and research
- Facilitate the development of comprehensive, measurable strategic plans through a process that builds buy-in and results in a practical plan of action
- Manage client relationships and back office functions

### *THOMAS P. MILLER AND ASSOCIATES (TPMA), INDIANAPOLIS, IN*

#### **Chief Operating Officer**

03/2016 – 11/2017

#### **Vice President of Strategy and Research**

06/2015 – 02/2016

#### **Director of Research and Evaluation**

06/2014 – 05/2015

#### **Senior Project Consultant**

09/2012 – 05/2014

#### **Project Consultant**

07/2011 – 08/2012

#### Organizational Leadership Duties in Executive Capacity for Company

- Built internal and external relationships across multiple generations in rapidly changing, high-growth environment; provided mentoring as a cornerstone of staff career development; led executive leadership team; directly and indirectly managed all staff
- Monitored and negotiated contracts for, and execution of, financial, technology, and human resources infrastructure
- Led company responses to client project solicitations, interviewed for project selection, and negotiated contracts with education institutions, private businesses, states and local governments, and workforce and economic development organizations
- Developed and managed scopes of work, budgets, timelines, and team compositions for clients nationwide, ensuring all components met cost and time constraints
- Analyzed labor market and skill needs to inform new education programs and measure economic health and outcomes
- Led evaluations of grant-funded programs, including analysis frameworks, monitoring throughout project lifecycle, data collection, recommendations for performance improvement, and reports of findings
- Conducted in-depth interviews, focus groups, and community input sessions to build coalitions of support, give community members a voice in project development, and inform recommendations to clients
- Built and cultivated relationships. Facilitated discussions with community stakeholders to develop and evaluate new initiatives. Assessed political and relational landscapes within diverse communities, to encourage and coordinate community partnerships

### *THE INDY PARTNERSHIP, INDIANAPOLIS, IN*

03/2010 – 07/2011

#### **Research Coordinator**

- Created and maintained regional economic development marketing collateral, original studies, and survey instruments
- Responded to requests for economic data issued by companies seeking to relocate or expand in the Indianapolis market
- Coordinated interns, student groups, and other special project initiatives

### *THE AMERICAN LEGION AUXILIARY, INDIANAPOLIS, IN*

08/2009 – 07/2010

#### **Program Development Coordinator / AMERICORPS\*VISTA**

- Conducted nationwide surveys to measure volunteer capacity of the veteran service sector
- Initiated, coordinated, and marketed development of innovative national program initiatives, including a “Disney Day of Service” that engaged more than 100 volunteers on a single day across ten American Legion Auxiliary affiliate offices
- Built organizational capacity to serve military veterans and families in poverty

### *BOSE PUBLIC AFFAIRS GROUP, INDIANAPOLIS, IN*

2007 and 2009 Legislative Sessions

#### **Legislative Intern**

- Researched legislative actions, Indiana Code, and client matters
- Observed committee hearings and floor sessions to gather relevant information
- Prepared weekly client reports outlining key legislative action

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## EDUCATION AND TRAINING

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### Colorado State University, Global Campus

09/2017 – 12/2017

Professional Accounting coursework

### Indiana University School of Public and Environmental Affairs, Indianapolis, IN

06/2010 – 12/2012

Master of Public Affairs, Nonprofit Management

- 3.9/4.0 GPA
- Coursework highlights: financial management in the public sector; government accounting and financial reporting; public sector economics; statistical analysis for decision-making; fund development; law and public affairs

### Indiana University School of Public and Environmental Affairs, Indianapolis, IN

08/2005 – 05/2010

Bachelor of Science, Public Affairs

- 3.9/4.0 GPA
- Coursework highlights: Statistical theory for economics and business; macro- and microeconomics; symbolic logic; commercial law; professional writing; basic accounting; nonprofit management and leadership

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## ADDITIONAL INFORMATION

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### Conference Presentations and Workshops

- *Beyond Compliance: Useful Evaluations* (workshop). Corporation for National and Community Service Regional Training Events (x4); Reno, NV, Montgomery, AL, Springfield, MA, and Indianapolis, IN, 2016.
- *Turning Skeptics into Supporters: Useful Evaluations*. American Evaluation Association Annual Conference; Chicago, IL, 2015.
- *Labor Participation as a Barometer for Retirement*. American Community Survey Data Users Group; Washington, D.C., 2014.
- *Plugging Leaks: Identifying Retention, Expansion, and Attraction Opportunities with Supply Analysis*. Kentucky Association of Economic Development; Louisville, KY, 2014.
- *Targeting Industries with Data*. MichiganWorks Association; Mt. Pleasant, MI, 2013.
- *Capacity and Needs of Veterans Service Organizations*. American Legion Auxiliary Spring Conference, 2011.

### Commendations

- Co-author of report awarded Council for Community and Economic Research's *Excellence in Research Supporting Economic Development* (2011)
- Bachelor of Science in Public Affairs Outstanding Student Award (2010)
- Pi Alpha Alpha National Honor Society for Public Affairs and Administration (2010)

### Memberships and Boards

- Indiana Economic Development Association – former member, active 4 years
- National Center for Employee Ownership – member
- Indiana Evaluation Association – President (2017), Vice President (2016), At-Large board member (2015), member
- America's Service Commission Evaluators Workgroup – member (2015-2017)
- American Evaluation Association – member