

NICOLE DUNN

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PROFESSIONAL EXPERIENCE

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

- 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

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