

TONJA K HABIR, MPH

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Skilled Nonprofit Management Professional with over 10 years of experience in Program Management and Organizational Development. Highly adept at Resource Management, Strategic Implementation, and Community Engagement.

AREAS OF EXPERTISE

Program Management and Administration, Financial Management for Nonprofits, Partnership Development, Strategic Planning, Program Development, Resource Management, Monitoring and Reporting, Data Collection & Impact Metrics, Technical Assistance, Customer Service, and Entrepreneurship. Proficient Microsoft Office Suite and Quickbooks.

PROFESSIONAL EXPERIENCE

Chief Officer Francis & Wade, LTD., | Apr 2021- Pres

Operates a boutique consulting firm implementing equity based solutions & enhancing capacity for NPOs & government institutions.

- Actively supported corporate grants administration and review for the AMEX Backing Small Businesses and T Mobile Hometown grants programs for over 1200 applicants with Main Street America, using cloud based software.
- Coordinating the community engagement process for the \$1.3m state grant funded redevelopment of Linear Park with Macon-Bibb County government.
- Facilitated the Pleasant Hill Strategic Planning process with the Mid Ga Regional Commission; securing impact investments of over \$3.5m engaging over 400+ residents.
- Engineered targeted programming and cultivated high-impact partnerships for the Booker T. Washington Community Center, successfully raising over \$200K and delivering transformative services to more than 100 regular patrons in 2022.

Inaugural Executive Director- Griffith Family Foundation | Dec 2017- Mar 2021

Worked closely with a Board to foster grassroots grant initiatives managing an equity based approach and a budget of \$2m annually.

- Developed & executed grants the portfolio including screening, review, board selection, award receipt, grant agreements & disbursements annually with confidentiality.
- Standardized the grants process by developing institutional policy, program management & reporting systems, resulting in a 75% increase in grantseeker pool.
- Implemented programming for grantee learning and communications enhancing capacity for 75+ local grantseekers.
- Established and managed the Central Georgia Empowerment & Black Business Support Funds organizing \$400k in startup funding, awarding over 150 entities.
- Managed relationships with over 100 key stakeholders expanding grant resources.
- Conducted site visits and compiled grantee reporting and for analysis and impact measurement.

International Organization for Migration- Kenya | Program Support, April- Nov. 2012.

- Worked with a team of 40 government & NGO officials to develop a National Strategy for HIV Prevention along the Transport Corridors of Kenya, impacting truck drivers across East Africa as a key risk population for HIV transmission.
- Organized and Coordinated Service Delivery and Capacity Building training for IOM personnel from over 15 Southern African regional country offices in Moshi, Tanzania.

COMMUNITY | HISTORIC PRESERVATION

- Historic Preservation of First Congregational Church | 2018- Present
 - Street Talk Bobby Jones Project- engaged over 250 community members through collaborative planning to tackle blight, mobilize community input and preserve a historic African American Church in Pleasant Hill, Macon, Ga.
 - Jones Cafe- Developed an artist and entrepreneur ecosystem with over 25 small businesses to conduct market testing while activating a blighted property.
 - Pleasant Hill Mural- Coordinated the implementation of "No Church in the Wild" mural on the historic First Congregational Church to draw attention to the need for preservation of the space.
 - Grant recipient hopes to save performing arts center
 - Macon woman aims to save historic Black church at Pleasant Hill
- Tubman Museum 2017 | Managed, planned and executed primary outreach offerings incl. guided tours, workshops, Title 1 Afterschool programming, holiday/cultural events working with over 800 patrons monthly.
- Two Hands International | 2013-2017 Founded and developed a nonprofit empowering more than 25 underrepresented youth in year-long cohorts providing education in global leadership & international exposure.

HONORS

5 Under 40 Macon- 2020 | Commencement Wesleyan College- 2019

PLACES Fellow- 2019 | Changing Faces of Philanthropy- 2018 | Emerging Cities Champion - 2018

Emerging Leaders Award- 2018

BOARDS

- United Way of Central Georgia (UWCG) Member and DEI Committee
- The Grand Opera House Board
- The Historic Douglass Theatre- Secretary
- CG Empowerment Fund- Founder/ Secretary
- Task Force for Reimagining Civic Commons
- Atrium Health Next Gen Advisory Council
- Mayor Lester Miller 2020 Transition Team

TRAININGS

- Southeastern Council of Foundations- Essential Skills in Grantmaking- 2018
- Reflective Structure Dialogue- Fanning Institute for Leadership, University of Georgia, 2020
- Racial Equity Training- Racial Equity Institute of North Carolina, 2018-2019.
- NewTown Macon- Developer's Academy and Entrepreneurs Academy 2018

EDUCATION

Master of Public Health | Morehouse School of Medicine

B.A. Sociology, Summa Cum Laude, Phi Beta Kappa | Fisk University

Certificate- Management & Leadership for Nonprofit & Gov Orgs. | University of Maryland

Do Good & YBGB Institute Fellow