



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Teresa Hillis</i>		
Board/Commission Name: <i>Domestic Workers Standards Board</i>		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Date Appointed: 3/1/2019	Term of Position: * 3/1/2019 to 2/28/2022 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Columbia City</i>	Zip Code: 98118	Contact Phone No.:
Background: Teresa is the Director of the 30/30 Project, a non-profit dedicated to equitable construction of medical facilities around the world. Prior to her time at the 30/30 Project she worked at Swedish Health Service focused on equal and unbiased medical care for all patients. Teresa's dedication for human rights and health care equity has led her to work in Africa, Europe, SE Asia, and Latin America.		
Authorizing Signature (original signature): 	Appointing Signatory: <i>Jenny A. Durkan</i> Mayor of Seattle	

*Term begin and end date is fixed and tied to the position and not the appointment date.

Teresa B. Hillis

PROFESSIONAL EXPERIENCE

Construction for Change – Seattle, WA

August 2015-Present

Director, 30/30 Project

Responsible for the oversight and implementation of strategy for the 30/30 Project, CfC's healthcare initiative. Develop and maintain relationships with business and community leaders, individual donors, media representatives and volunteers to promote the 30/30 Project and Construction for Change; Cultivate and manage relationship and partnership with the Macklemore & Ryan Lewis Team; Develop and manage 30/30 Project budget and fundraising goals; Cultivate and steward major donors and identify and secure new/existing corporate partners; Developed and implemented donor/sponsor recognition program; Plan and execute all 30/30 Project fundraising & cultivation events, including annual 300+ person fundraising concert; Work proactively to identify and connect with potential new project partners in Asia and Africa; Work closely with the Global Partnership Committee to identify candidates for the 30/30 Project and provide recommendations to the Board of Directors; Manage all social media accounts/profiles; Direct and implement cause marketing & product partnership efforts; Coordinate and participate in public appearances and speaking engagements for the 30/30 Project; Responsible for recruitment and administration of 30/30 Project interns and project coordinators; Oversight of 30/30 Project internship program, including regular meetings, mentorship, and accountability.

Swedish Health Services – Seattle, WA

October 2011-July 2015

Project Coordinator, April 2014-July 2015

Collaborated with end-users and project management team to achieve project goals within timeframe and budget; Coordinated and monitored Strategy and Business Development Administrative budget detail, including the tracking/approval of all Swedish consulting expenses and contracts; Alongside Director of Community Engagement, led organization-wide Equity of Care initiative to assure equal and unbiased medical care for all patients; Designed and managed organization-wide travel policy and tracking of all travel expenses and budget; Worked with CSO on strategic planning efforts, including presentations, research, writing/editing and reporting; Developed and maintained department databases; Conducted financial and market analyses; Identified administrative support needs of Chief Strategy Officer (CSO) and department managers and worked collaboratively to develop and implement solutions; Maintained master schedules and status of department accountabilities; Identified necessary resources, managed workflow, and prepared status reports.

Swedish Health Services – Seattle, WA

October 2011-March 2014

Executive Assistant

Over the course of three years assisted the Interim CEO, Chief Strategy Officer, and Chief Executive for Suburban Operations in addition to providing interim support to the current CEO.

Comprehensively managed senior executives' time to most effectively execute their responsibilities; Excellent oral and written communication skills in an environment requiring diplomacy and good judgment in managing interactions with individuals at all levels inside and outside the organization; Supported the onboarding of all new team members in Strategic Development Department; Provided support and guidance to Administrative Assistants in Suburban and Affiliate hospitals; Demonstrated effectiveness meeting deadlines in a role requiring continual attention to detail in composing, typing, and proofing materials; Efficiently and expertly coordinated communication with and for senior executives; Coordinated and tracked all departmental meetings and follow up on action-items and tasks for senior leaders; Served as first point of contact for patients, clients, colleagues and other executives regarding Swedish Suburban Operations; Daily use of MS Office Suite, with extensive and deep understanding of Outlook, PowerPoint, Word, SharePoint, Excel.

Kanchi – Dublin, Ireland

October 2010 – June 2011

Network Team Lead

Coordinated the recruitment of top companies to serve as Expert Providers and Advisors to the Kanchi Business Network; Contributed market research reports for key corporate donors and partners of the organization; Expertly researched and wrote in-depth blog and E-Zine pieces featured in key online and print publications; Edited top-level funding documents, web publications, reports, and recruitment tools for executive leadership; Assisted in the planning, implementation, and follow-up of several networking and recruiting events that included 100-200 people; Developed an IT strategy for the organization; Completed funding proposal to be sent to potential donors for sponsorship; Organized contact database through the use of ACT software.

Leadership Foundations – Pretoria, South Africa

December 2009 – August 2010

Project Manager

Served as delegate from LF to Pretoria, South Africa to join team of those at Tshwane Leadership Foundation in planning World Cup 2010 initiatives. Designed, organized and implemented three consecutive weekly conferences focused on social justice issues in conjunction with TLF's World Cup program; WEEK 1: Oversaw, managed and served as primary point of contact in planning of the 7th Biennial International Consultation on Urban Ministry, including recruitment of 200 participants, organization of all logistical matters, regular communication with the Planning Committee and Chairperson, tracking of all budget related matters, and hosting of international visitors.; WEEK 2: Recruited 160 youth and adults, organized logistics and liaised effectively with two partner organizations to implement the "Leadership for a Better World" youth and business conference; WEEK 3: Organized logistics, wrote all briefs/program material, coordinated all international travel, and recruited experts in the fields of human trafficking and homelessness in support of the "Innovate Africa" policy maker's consultation involving 50 professionals, including city officials.

International Justice Mission – Washington, DC

September 2007-November 2009

Executive Assistant to the VP of Government Relations

Managed a multi-year, one million dollar grant, including application, reporting, tracking and communication with donor foundation; Organized several large events, including a film premier with over 250 people in attendance, a gathering of 30 high-profile experts in the field of monitoring and evaluation, and IJM's first Advocacy Day and Training comprising 150 of our constituents lobbying on Capital Hill; Interviewed, hired, and managed 2-4 interns quarterly; Created and tracked the Government Relations annual budget of over \$300,000; Wrote and managed internal departmental planning and reporting documents; Assisted in mobilizing IJM's constituency on policy-related matters and served as headquarters POC for advocacy campaigns; Comprehensively managed the VP's calendar, email and current task list to ensure appropriate prioritization and follow-up; Assisted in researching potential USG grant opportunities, liaising at HQ to help in the production of USG proposals and concept papers; Served as the first and primary contact for all matters in the department.

EDUCATION

University of Washington, 2019

Executive Masters in Public Administration, Evans School of Public Affairs

University of Washington, 2006

BA, Jackson School of International Studies, Focus on International Development
Minor, African Studies

OTHER INTERESTS

Enjoy travel and have spent at least four consecutive weeks living in Cuba, India, Ireland, South Africa, and Canada in addition to nearly three years in Washington DC.

Domestic Workers Standards Board

9 Members: Pursuant to *CB 119286*, all members subject to City Council confirmation, positions 1,3,5 and 7 2-year terms and positions 2,4,6,8 and 9 to 3-year terms;

- 4 City Council-appointed
- 4 Mayor-appointed
- 1 Board appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
NA	F	NA	1.	Member	Sylvia Gonzalez	3/1/19	2/28/21	1	Mayor
NA	F	2	2.	Member	Lani Todd	3/1/19	2/28/22	1	Mayor
NA	F	6	3.	Member	Liz Hunter	3/1/19	2/28/21	1	Mayor
NA	F	2	4.	Member	Teresa Hillis	3/1/19	2/28/22	1	Mayor
2	F	2	5.	Member	Andra Kranzler	3/1/19	2/28/21	1	City Council
6	T	NA	6.	Member	Elijah Anderson	3/1/19	2/28/22	1	City Council
6	F	NA	7.	Member	Emily Dills	3/1/19	2/28/21	1	City Council
6	F	3	8.	Member	Dana Barnett	3/1/19	2/28/22	1	City Council
			9.					1	Board
			10.						
			11.						
			12.						
			13.						
			14.						
			15.						

SELF-IDENTIFIED DIVERSITY CHART (1) (2) (3) (4) (5) (6) (7) (8) (9)

	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor													
Council													
Other													
Total													

Key:

- *D List the corresponding *Diversity Chart* number (1 through 9)
 - **G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown
 - RD Residential Council District number 1 through 7 or N/A
- Diversity information is self-identified and is voluntary.*