




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Michelle Mitchell-Brannon		
Board/Commission Name: City Light Review Panel		Position Title: Low Income Advocate Representative, Position 7
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: Fill in appointing authority		Term of Position: * 4/12/2021 to 4/11/2024 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: North Beacon Hill	Zip Code: 98144	Contact Phone No.: [REDACTED]
Background: Ms. Mitchell-Brannon is Director of Youth Development & Education Support for Atlantic Street Center located in Seattle, WA. Ms. Mitchell-Brannon has created community outreach programs that included school administrators, counselors and teachers, and community provider/teen-parent stakeholders, such as libraries and healthcare clinics for the purpose of providing direct services and simultaneously marketing and promoting programs. This has resulted in average increase in enrollment of 200% per year over 5 years. She also analyzes data and reporting to define outcomes for youth and young adult programs. This includes program evaluation and grant reporting for grants totaling over \$1M annually.		
Authorizing Signature (original signature):  Date Signed (appointed): 3/4/2022		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

Michelle Mitchell-Brannon

EXPERTISE, SKILLS & ATTRIBUTES

- Leadership
- Donor and Community Development
- Organization, Team Building, Program Evaluation
- Microsoft Office Suite; Effort To Outcomes, Raiser's Edge, Etapestry and Sales Force database software applications
- Excellent Customer Service
- Solution Based Conflict Resolution and Problem Solving

PROFESSIONAL EXPERIENCE

Atlantic Street Center, Seattle, WA, 2007-present

Director of Youth Development & Education Support, 2019-present

- Created community outreach programs that include school administrators, counselors and teachers, and community provider/teen-parent stakeholders, such as libraries and healthcare clinics for the purpose of providing direct services and simultaneously marketing and promoting programs; resulted in average increase in enrollment of 200% per year over 5 years.
- Assist nonprofit organizations with grant writing for nonprofit and government funding agencies; manage subsequent contracts to ensure compliance.
- Analyze data and write reports defining outcomes for youth and young adult programs for program evaluation and grant reporting purposes for grants totaling over \$1M annually.
- Developed and implemented in-school and after-school programs at two Seattle public middle schools and two high schools to help youth and young-adult skill groups discover their inner leadership abilities while supporting them academically, socially and emotionally.
- Doubled participation in Teen Parent As Parents Program (TAPP) over 5 years from 40 to 80+ participants; added girls leadership and after-school programs; train and develop TAPP Specialists enabling them to, in turn, improve parenting and family life skills for participants.
- Conduct hiring, appraisal, recognition, and performance improvement plans for 15 direct report employees; designed staff development training, including facilitation of diverse groups.

Teen Parent Program Coordinator and Supervisor, 2009-2015

- Created multiple ongoing programs as recruiting strategies into Atlantic Street Center youth and young-adult programs, including annual Teen-Parent Summit (125+ participants), Cocoa Tuesdays in collaboration with Starbucks and local authors to promote early literacy (50+ participants), Community Baby Showers to provide access to baby supplies/resources (100+ participants), and Back-to-School Breakfasts involving donor solicitations and distribution events (75+ participants); donor solicitations for latter event were from 1,500+ businesses and individuals
- Developed and implemented TAPP program by designing comprehensive educational framework to improve parenting skills, build self-sufficiency, and prepare pregnant and parenting youth for

occupational and educational success; accompanied participants to medical, court and Women Infant and Child (WIC) appointments.

- Coordinated overall TAPP program including program development; operations; contract administration; data collection, program evaluation, reporting and compliance; marketing and participant recruitment and retention.

Resource Development Assistant, 2007-2013

- Managed matching-gift and large-donor programs; organized donor stewardship touchpoints to ensure donor retention.
- Retrieved data information from Atlantic Street Center website donor portal and processed for corporate matches, verification of volunteer hours, specific program targeting, etc.
- Managed event registration and auction item procurement for annual “Raise It Up” auction and event planning for Mother’s Day Fundraiser to support TAPP program.

Youth Development Lead/Facilitator, 2007-2008

- Designed, coordinated and supervised multicultural athletic, artistic and academic activities for 250 youth involved in Summer Academy to enhance development of academic and social skills; provided counseling and developed disciplinary behavioral strategies to be used as needed.
- Increased Youth Development Program enrollment from 5 to 65 participants in one year.
- Provided academic support, tutoring, and group facilitation for young writers program and spoken word events.

Gram Street Grocery, Seattle, WA, 2000-2004

Operations Manager

- Responsible for day-to-day operations of small family-owned grocery store, including product ordering and selling, bookkeeping, cash collections and deposits, and staff hiring, training and scheduling.
- Coordinated special marketing events and managed customer relations.

EDUCATION & TRAINING

Bellevue College, Bellevue, WA, Liberal Arts classes, 2008-2010

City Light Review Panel

9 Members: Pursuant to Ordinance 123256, all members subject to City Council confirmation, 3-year terms:

- 4 City Council- appointed
- 5 Mayor- appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	M	3	1.	Economist	Timothy Skeel	4/11/20	4/10/23	1	Mayor
6	M	4	2.	Financial Analyst	Scott Haskins	4/12/20	4/11/23	1	City Council
6	F		3.	Non-Profit Representative	Kerry Meade	5/1/21	4/30/24	1	Mayor
1	M	6	4.	Residential Customer Representative	Leo Lam	10/1/19	9/30/22	1	City Council
6	M		5.	Commercial Customer Representative	Mikel Hansen	4/13/21	4/12/24	2	Mayor
6	F	4	6.	Industrial Customer Representative	Anne Ayre	10/1/19	9/30/22	1	City Council
2	F		7.	Low-Income Customer Representative	Michelle Mitchell-Brannon	4/12/21	4/11/24	1	Mayor
6	M	4	8.	Member at Large	John Putz	10/1/19	9/30/22	2	City Council
6	M		9.	Suburban Franchise Representative	Joel Paisner	5/1/21	4/30/24	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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	3	2				1				4			
Council	3	1			1					3			
Other													
Total	6	3			1	1				7			

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.