




## City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Jessica Caudle</i>		
<b>Board/Commission Name:</b> <i>Seattle Arts Commission</i>		<b>Position Title:</b> <i>Get Engaged Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment	<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	<b>Term of Position: *</b> 9/1/2022 to 8/31/2023  <input type="checkbox"/> Serving remaining term of a vacant position	
<b>Residential Neighborhood:</b> <i>Lake City</i>	<b>Zip Code:</b> <i>98125</i>	<b>Contact Phone No.:</b>
<b>Background:</b> <i>Jessica firmly believes in the power of arts and culture to transform and uplift community. As a student she practiced music, theater, &amp; visual arts, volunteered with various arts and culture organizations, and worked as the Assistant Arts Director to the Boys and Girls Club in her home state of North Carolina. She is excited for this opportunity to directly engage with the City of Seattle and the various arts communities throughout the city. Jessica moved to Seattle in the Summer of 2019 and recently graduated from the University of Washington's Masters of Social Work program.</i>		
<b>Authorizing Signature (original signature):</b>  <b>Date Signed (appointed):</b> 10/11/2022		<b>Appointing Signatory:</b> <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

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

# Jessica Caudle (She/They)

## Professional Experience

### **United Way of King County - Seattle, WA**

#### **National Service Program Coordinator - January 2022 - Present**

- Managed multiple federal, state, and foundation grants valued over \$2,000,000 annually
- Ensured accurate financial processes and tracking through monthly compliance reports, grant tracking documents, invoice processing and credit card reconciliation
- Developed outreach strategies to recruit 50 AmeriCorps members and lead member training programs to support 200 members
- Collaborated with Brand Team to develop and share marketing materials across social media platforms
- Advocated for additional supports for AmeriCorps members to increase organizational equity

#### **Engagement Coordinator Lead - August 2021 - December 2021**

- Supported Microsoft Philanthropies team in implementing an annual virtual auction and volunteer opportunities with over \$2,500,000 raised
- Utilized fundraising strategies, volunteer support, and donor cultivation skills to assist an additional 20+ local organizations in running successful workplace campaigns
- Created and shared weekly data reports to the Director of Donor Services on progress of 200+ workplace giving campaigns in the Engagement Coordinator cohort
- Supported implementation of the Engagement Coordinator program, onboarding, weekly in-service training, and community building amongst the cohort of 8 Engagement Coordinators
- Ensured robust account maintenance in Microsoft Dynamics CRM database

### **Veterans Health Administration - Seattle, WA**

#### **Program Administration Internship - October 2020 – June 2021**

- Supervised by Social Work Program Coordinator
- Developed and implemented program on Advance Care Directive completion with Veterans through Patient Aligned Care Teams at Seattle and American Lake VA Campuses
- Contributed to development and facilitation of Food Insecurity Training and Medical Ethics Training for all Social Work staff
- Attended hospital Ethics Committee meetings and participated in National VA Ethics calls

### **Washington Nonprofits - Seattle, WA**

#### **Research Assistant - Internship - October 2019 - October 2020**

- Lead grant management projects including conducting a needs assessment to develop an affinity network and training for volunteer coordinators in Washington State, and interviewing HR professionals in partnership with Labor and Industries
- Contributed to event planning for our Legislative Reception and State Conferences
- Supported Policy Director in advocating for the Nonprofit Corporation Act at the state level
- Conducted research and provided program support to 2020 Census efforts in Washington
- Produced meeting minutes for weekly Covid-19 community advocacy task force meetings
- Engaged with legislators and community stakeholders in discussion on Covid-19 community needs
- Assisted Executive Director with other projects as requested

### **College Advising Corps, Americorps - Raleigh, NC**

#### **College Adviser - July 2017 - May 2019**

- Facilitated over 1200 1:1 meetings with students and families to develop their pathway to college
- Maintained college application data for 250+ seniors annually
- Assisted students to secure over \$5,000,000 in college funding
- Enriched the school scholarship process through communication with community partners, updating the scholarship website, and developing content to use on social media and other communication platforms
- Submitted required invoices, budgets, and other documents to comply with University policy
- Lead CAC Alumni Engagement Committee and coordinated activities at our winter and spring in-service training events

### **Southeastern Healthcare of North Carolina - Raleigh, NC**

#### **Associate Professional - January 2016 - June 2017**

- Submitted daily clinical documentation for 20+ clients enrolled in psychosocial rehabilitation adult day health program
- Contributed to psychosocial assessments and reviews in collaboration with cross disciplinary client care teams to determine needed supportive services
- Assisted clients to develop and implement person-centered-plans providing individual counseling and case management

## VOLUNTEER EXPERIENCE

### **Young Nonprofit Professionals Network - Seattle, WA**

**Board Member** - January 2021 - Present

- Served as an at-large member on the volunteer board for YNPN
- Assisted with coordinating community partnerships and events programming
- Developed and implemented a defined membership model for our network

### **YMCA Social Impact Center - Seattle, WA**

**Young Adult Grant Advisory Board Member** - October 2020 - April 2022

- Member of the Young Adult Grant Advisory Board, a partnership of the YMCA and Raikes Foundation designed to provide young adults with opportunity to develop professional philanthropy and grant management experience
- Established scope of our target audience, developed promotion materials, created a request-for-proposal, reviewed applications, determined awardees, and distributed over \$60,000 in unrestricted funds
- Demonstrated ability to engage in a cross disciplinary team to develop and implement programming and evaluation practices.
- Presented experiential data to funders and other stakeholders.

### **Mu Beta Psi, National Honorary Music Fraternity**

**Alumni Association Member** - Fall 2017 - Present

- Chair of the National Scholarship Committee (2018 - Present)
  - Lead committee in promoting, fundraising, and dispersing annual Music Service Scholarship
  - Developed effective fundraising strategies that transferred from in-person planning to accommodating virtual events
- Co-Chair of the Equity and Social Justice Committee (2020 - 2021)
  - Developed and facilitated a workshop on Diversity, Equity, and Inclusion practices at National Convention March 2021 to begin an inventory of organizational practices as they relate to equity and social justice work
  - Presented structural recommendations to the organization to implement stronger and sustainable DEI practices
  - Participated in a revision of the organization's strategic plan to incorporate DEI initiatives in our work.

## **EDUCATION**

### **University of Washington, Seattle, WA — Master of Social Work - October 2019 – June 2021**

Enrolled in the Administration and Policy Practice Concentration. Served as a student representative to the Graduate and Professional Student Senate in Spring 2020. Coursework on grants, fundraising, and financial management, anti-racist organization practices.

### **North Carolina State University, Raleigh, NC — Bachelor of Social Work - August 2011 - May 2016**

Matriculated into Social Work Spring 2013, originally in College of Education. Dean's List member Spring 2016. Art's Village Living and Learning Community Hall Council Member - Philanthropy Chair 2011-2013. Administrative Assistant to the Music Department Program Coordinator 2014-2015.

# Seattle Arts Commission Roster

16 Members: Pursuant to *ordinance 121006*, all members subject to City Council confirmation, 2-year terms (Get-Engaged member serves a 1-year term):

- 7 City Council-appointed
- 7 Mayor-appointed
- 1 Commission-appointed
- 1 Get-Engaged

## Roster as of 7/13/2022

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
2	M	1	1.	At-Large	Yeggy Michael	01/01/22	12/31/23	2 <sup>nd</sup>	City Council
6	F	2	2.	At-Large	Danielle McClune (pending confirmation)	01/01/22	12/31/23	1 <sup>st</sup>	City Council
3	F	1	3.	At-Large	Vanessa Villalobos	01/01/21	12/31/22	1 <sup>st</sup>	City Council
9	F	1	4.	At-Large	Olisa Enrico-Johnson (pending confirmation)	01/01/22	12/31/23	1 <sup>st</sup>	City Council
6	M	5	5.	At-Large	Ricky Graboski (pending confirmation)	01/01/22	12/31/23	1 <sup>st</sup>	City Council
5	F	2	6.	At-Large	Chieko Phillips	01/01/22	12/31/23	3 <sup>rd</sup>	City Council
1	O	2	7.	At-Large	Vivian Hua	01/01/21	12/31/22	1 <sup>st</sup>	City Council
1	F	N/A	8.	At-Large	Sophia Fang	01/01/22	12/31/23	1 <sup>st</sup>	Commission
3	F	5	9.	At-Large	Leslie Anne Anderson (pending appointment)	01/01/22	12/31/23	1 <sup>st</sup>	Mayor
2	F	3	10.	At-Large	Ebony Arunga	01/01/21	12/31/22	1 <sup>st</sup>	Mayor
6	F	3	11.	At-Large	Kayla DeMonte	01/01/22	12/31/23	2 <sup>nd</sup>	Mayor
2	M	1	12.	At-Large	James Miles	01/01/21	12/31/22	2 <sup>nd</sup>	Mayor
6	F	2	13.	At-Large	Holly Jacobson	01/01/22	12/31/23	2 <sup>nd</sup>	Mayor
9	F	3	14.	At-Large	Mikhael Mei Williams	01/01/21	12/31/22	2 <sup>nd</sup>	Mayor
9	M	1	15.	At-Large	Rick Araluce	01/01/21	12/31/22	1 <sup>st</sup>	Mayor
6	F	5	16.	Get-Engaged	Jessica Caudle (pending appointment)	09/01/22	08/31/23	2 <sup>nd</sup>	Mayor

## SELF-IDENTIFIED DIVERSITY CHART

					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Men	Women	Transgender	Other/ Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other (Specification Optional)	Caucasian / Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	2	6				2	1			5			3
Council	2	4		1	1	1	1		1				
Other		1			1								
Total	4	11		1	2	3	2		1	5			3

**Key:**

**\*D** List the corresponding *Diversity Chart* number (1 through 9)

**\*\*G** List *gender*, **M** = Male, **F**= Female, **T**= Transgender, **U**= Unknown, **O**= Other

**RD** Residential Council District number 1 through 7 or N/A

*Diversity information is self-identified and is voluntary.*