



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Dominique N. Stephens</i>		
Board/Commission Name: <i>Seattle LGBT Commission</i>		Position Title: <i>Commission Member</i>
<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>Specify appointing authority</i>		Term of Office: <i>5/1/16- 04/30/18</i>
Residential Neighborhood: <i>Southeast District</i>	Zip Code: <i>98118</i>	Contact Phone No.:
Legislated Authority: <i>SMC 3.14.920, SMC 3.14.921, SMC 3.51.010, Ordinance 118392, Ordinance 120871, Ordinance 120325, Ordinance 123219</i>		
Background: <p>A Seattle native whose roots in civil rights run deep, at the age of two Dominique could be found playing on the floor at Jesse Jackson for President and The Rainbow Collation late night meetings with her parents. Honored to attend The African American Academy once in Seattle and one of the historically Black universities, THE Tennessee State University, she emerged back to continue her work in grassroots and community organizing. In 2012, Dominique created Artisan Event Logistics focusing on public relations, events, brand marketing, and fund development for small businesses and non-profit organizations.</p>		
Date of Appointment: <i>4/27/16</i>	Authorizing Signature (original signature): 	Appointing Signatory: <i>Edward B. Murray</i> <i>Mayor of Seattle</i>

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 CITY OF SEATTLE
 2016 MAY 17 PM 4:13
 CITY CLERK

DOMINIQUE N. STEPHENS

Objective Over ten years of event coordination, marketing, and, community organizing experience. Strong ability to think outside the box, recognized for tackling and resolving hard issues affecting business operations; patient and methodical, task and time oriented. Visionary and strategic thinker, including:

Qualifications

- Coordination experience with fundraising events
- Team-building leadership style
- Excellent Customer Service Skills and Result Focused Professional.
- Ability to work comfortably with a diverse group of people.
- Analyzed and Reported from various systems.
- Detail, Efficiency Oriented in payroll, hiring, scheduling and training.
- Manage Personnel in accomplishing organizational goals.

Professional Experience

Artisan Event Logistics

Seattle, WA September 2012 -Present

Owner-Creator

- Event Production and Management
- Production and Stage Management
- Brand Marketing for small businesses
- Public Relations and Artist Logistics
- Community Outreach
- Non- profit fund development
- Strategic Planning and program development

Langston Hughes Performing Arts Institute

Seattle, WA January 2013– 2014

Film Festival Coordinator/ Production Manager

- Logistical film festival liaison- Management of festival flow, special guests, panels and special events
- Create and Identify financial sponsors and In-kind donations
- Community Outreach
- Strategic Planning of film festival and related events
- Assist with Budget development

Home Care Assistance of Washington

Bellevue, WA Dec 2011-2012

Marketing Coordinator

- Accomplished marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs.
- Developed field sales action plans by collecting, analyzing, and summarizing data and trends.
- Identified marketing opportunities by identifying consumer requirements; defining market, competitor's share, and competitor's strengths and weaknesses; forecasting projected business; establishing targeted market share.

- Sustained rapport with key accounts by making periodic visits; exploring specific needs; anticipating new opportunities.

ONE becoming ONE

Seattle, WA August 2011 – Jan 2012

Volunteer Coordinator

- Created and coordinated volunteer schedule for a three-day conference and music festival.
- Assist with the planning and implementation of set-up and tear-down of the stage show in Memorial Stadium
- Coordinated arrival for 20 plus artists/contributors
- Coordinated set up of Artist green room
- Assisted with implementation of artist rider requests
- Maintain event calendar and communicated with volunteer staff regarding deadlines
- Created training materials for 100 plus volunteers

Road Runner Sports

Seattle, WA Nov 2010 – Sept 2011

Perfect Fit Expert/Merchandising Specialist

- Provided excellent customer service
- Organize and maintain all displays and overall store appearance
- Train new employees in all Road Runner Sports policies and procedures
- Assist in employees scheduling

The Tennessee State University Wesley Foundation

Nashville, TN Sept 2005-June 2006

Office manager/Board member

- Process gift acknowledgement letters and enter into foundations database in a timely fashion.
- Process queries and data exports from database
- Troubleshoot database issues for improved data processing
- Managed day to day operations of the office
- Coordinate donor communications including e-newsletters, social media updates, appeal letters, E-appeals and cultivation mailings.
- Provide strict quality control for all donor communications including copy editing proposals, letters, emails, and other collateral materials.
- Maintain grant management calendar and communicate with staff regarding grant & reporting deadlines.

Political Experience

People for Pamela Banks – Seattle City Council, District 3

Seattle, WA March 2016-November 2016

Campaign Manager

Developed and implemented field plans for GOTV, Persuasion, Voter ID, and Vote by Mail. Arranged, coordinated, marketed and promoted canvassing, fundraising, and volunteer events. Manager functioned as liaison between the Candidate with Unions, Community leaders, and Political Organizations to facilitate contributions, endorsements and volunteer recruitment.

WA State Democratic Coordinated Campaign, 32nd Legislative District
Seattle, WA July 2010-Sept 2010

Field Organizer

Instrumental in the development and implementation of field plan by recruiting entirely new volunteer base and managing paid canvass. Role was to manage, train and implement field plan as Phone Bank Director for Campaign headquarters for persuasion/turnout and GOTV calls. Organize and maintain volunteer events and guide future field organizers.

Software

Proficient in, Microsoft Office 14', MS office for Mac and PC, Windows 2014 XP (Excel, PowerPoint & Word) VAN/Votebuilder, CS5 Suite(Graphics) Hootsuite (Social Media)

**Education/
Civic Engagement**

Tennessee State University (TSU)
B.S. in Philosophy and Religious Studies –May 2008

Bearing Witness -Performing Arts Program for LGBT Youth of color
Mentor

Seattle Urban League Young Professionals
Member

A Philip Randolph Institute
Leadership/ Youth Event Board

Coalition of Immigrants, Refugees, and Communities of Color
(CIRCC)
Board of Directors

Greater Seattle Business Association
Public Policy Task Force

Dept. of Neighborhoods – Seattle of City
Public Outreach Engagement Liaison

Seattle Lesbian, Gay, Bisexual, Transgender Commission

JUNE 2016

16 members: Per SMC 3.14.920, all subject to City Council confirmation, 2 –years for each term:

- 7 City Council-appointed
- 7 Mayor-appointed
- 1 Commission appointed
- 1 Member Get Engaged Program Appointed by the Mayor Confirmed by City Council
1-year term appointed in September

Roster:

*D	**G	Position No.	Position Title	Name	Term Start Date	Term End Date	Term #	Appointed By
3	M	1.	Member	Ray Corona	Confirmation	4/30/18	1 st	Mayor
		2.	Member	Vacant		4/30/17		Mayor
2	F	3.	Member	Dominique Stephens	Confirmation	4/30/18	1 st	Mayor
5	F	4.	Member	Luzviminda Uzuri “Lulu” Carpenter	05/01/15	4/30/17	2 nd	Mayor
3	M	5.	Member	Freddy Mora	Confirmation	4/30/17	1 st	Mayor
3	M	6.	Member	Manuel Venegas	06/08/15	4/30/17	1 st	Mayor
		7.	Member	Vacant		4/30/17		Mayor
9	NB	8.	Member	Yani Robinson	Confirmation	4/30/17	1 st	City Council
6	F	9.	Member	Debra Salls	12/14/15	4/30/17	1 st	City Council
6	F	10.	Member	Julia Ricciardi	Confirmation	04/30/17	1 st	City Council
6	M	11.	Member	Nicholas Oakley	Confirmation	4/30/17	1 st	City Council
		12.	Member	Vacant		4/30/18		City Council
2	GF	13.	Member	The Lady B	Confirmation	4/30/18	1 st	City Council
9	NB	14.	Member	Blaine Manuel	Confirmation	4/30/18	1 st	City Council
6	M	15.	Member	Anders McConachie	Confirmation	4/30/17	1 st	Commission
6	M	16.	Member	Elijah Grossman	09/08/15	09/30/16	1 term	Get Engaged

Diversity Chart:

		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)			
	Men	Women	Vacant	Minority	Asian-American	Black/African American	Hispanic/Latino	American Indian/Alaska Native	***Other	Caucasian/Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	3	2	2	5	0	1	3	0	1	0	0	0	0
Council	1	2	1	3	0	1	0	0	0	3	0	0	2
Comm	1	0	0	0	0	0	0	0	0	1	0	0	0
GE	1	0	0	0	0	0	0	0	0	1	0	0	0
total	7	4	3	8	0	2	3	0	1	5	0	0	2

Key:

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

**G List *gender*, M or F

***Other Includes diversity in any of the following: *race, gender and/or ability*