




City of Seattle Boards & Commissions Notice of Appointment

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| Appointee Name: <i>Valentina Montecinos</i> | | |
| Board/Commission Name: <i>Seattle Human Rights Commission</i> | | Position Title: <i>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 checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: | Date Appointed: 9/11/2018 | Term of Position: * 7/23/2018 to 7/22/2020 |
| Residential Neighborhood: Capitol Hill | Zip Code: 98112 | Contact Phone No.: |
| Background: Valentina Montecinos holds an MBA in Sustainable Business, as well as a Bachelor's in Anthropology and Women's Studies. She has over 15 years of experience managing projects, people, and programs in nonprofit, philanthropy, and business environments. She began her career in New York City as a Project Manager in Advertising, then transitioned into the nonprofit world as a Program Manger supporting women entrepreneurs. After moving to Seattle, Valentina began working with the Mize Family Foundation, where as Program Officer, she manages the climate justice portfolio, partnering with organizations globally and nationally. She currently holds this position in addition to working at a community nonprofit, Pomegranate Center, as an Operations Manager. She serves as a professional consultant at 501 Commons and enjoys volunteering at several local organizations. | | |
| Authorizing Signature (original signature):  | | Appointing Signatory: <i>Councilmember Lisa Herbold</i> <i>Seattle City Council</i> |

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

Last revised July 19, 2016

VALENTINA MONTECINOS

— Summary —

Skilled and passionate professional with fifteen years of experience managing projects, people, and programs in the nonprofit, small business, and corporate environments. Proven track record for delivering high quality projects on time and under budget; effective taskmaster consistently striving for efficiency and process improvement.

— Professional Experience —

05/17 – Present **POMEGRANATE CENTER** SEATTLE, WA

Development & Operations Manager

- Manage all financial operations, monitoring and reporting for the board of directors, donors, and analysis
- Lead human resource operations and facilitate employee needs Review and prepare contracts for projects, trainings, and general operations
- Research, apply for, and manage reporting for all foundation grants
- Develop and maintain donor relationships

09/12 – Present **MIZE FAMILY FOUNDATION** SEATTLE, WA

Program Officer

- Develop and implement communication strategies for stakeholder and grantee relations
- Collaborate on strategic planning with grantees and direct execution of initiatives
- Monitor and evaluate grantee progress by developing metrics and reporting requirements
- Conduct financial analysis to ensure accuracy and accountability
- Create, manage, and update website content in alignment with foundation mission and goals

03/10 – 9/12

Executive Assistant & Bookkeeper

- Directed and administered private charitable donations
- Managed and updated website, email, contacts, and agendas
- Researched potential grantees and partnerships for the foundation
- Wrote and communicated editorial responses to public and private media
- Conducted accounting tasks and compile financial records for tax reporting

07/10 – 10/11 **NEIGHBORHOOD HOUSE** AUBURN, WA

Career Developer for Youth

- Managed internships and job placements in order to benefit youth and employers
- Achieved quarterly program objectives and submit all necessary records
- Developed and delivered curricula to help young job seekers gain job readiness skills
- Worked with youth to address barriers to success and explore career paths and interests
- Established employer partners that will provide work-based learning experiences

01/09 – 05/09

NYC BUSINESS SOLUTIONS

NEW YORK, NY

Consulting Manager of Business Education and Training Programs

- Developed quarterly course schedule; interviewed and assigned course instructors
- Ensured the accuracy of current planned payments and balanced budgets
- Managed five centers to ensure the accuracy of data input and fulfillment of course requirements
- Conducted data analysis to make recommendations for directing clients to the right services

01/08 – 12/08

CLARITY, LLC

NEW YORK, NY

Executive Assistant

- Created, reviewed and edited presentations and documents for client meetings
- Coordinated and updated schedule of senior staff, in addition to fielding and directing all phone calls
- Facilitated the scheduling and purchasing of all domestic and international travel arrangements
- Conducted mass mailings to important clientele

04/06 – 09/07

BUSINESS OUTREACH CENTER NETWORK

NEW YORK, NY

Women's Business Center (WBC) Program Manager

- Formulated and implemented marketing strategies to promote the WBC
- Promoted the growth of women, immigrant, and Latino owned businesses, through business training and technical assistance, and access to credit and capital
- Planned and carried out community outreach such as seminars, meetings, and fairs
- Assisted in contract management, reporting, and fundraising related to WBC goals

— *Education* —

Bainbridge Graduate Institute

SEATTLE, WA Master's of

Business Administration in Sustainable Business, June 2011

Industry Concentrations: Community & Economic Development and Sustainable Food & Agriculture

University of Colorado at Boulder

BOULDER, CO Bachelor of

Arts, May 2002

Majors: Anthropology and Women's Studies

— *Volunteer Experience* —

5/15 – Present **501 Commons**

SEATTLE, WA *Volunteer*

Consultant – Work with the nonprofit client to create a recommended work plan based on their management needs. Clients include: Urban ArtWorks and Seattle MESA.

10/07 – 12/07 **Aflatoun International**

AMSTERDAM, THE NETHERLANDS *English-*

Spanish Translator – Translate and edit presentation documents and reports; research potential partner organizations.

— *Skills* —

Computer Skills: Microsoft Office (Word, Excel, PowerPoint, Project, Outlook), Adobe Acrobat and Photoshop

Language Skills: Fluent in both verbal and written communications of the Spanish language.

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Seattle Human Rights Commission

August 2018

21 Members: Pursuant to *SMC 3.14.920*, all members subject to City Council confirmation, 2-year terms:

- 8 City Council-appointed
- 9 Mayor-appointed (includes 1 Get-engaged Mayor position)
- 4 Other Appointing Authority-appointed: Commission-appointed

Roster:

| *D | **G | RD | Position No. | Position Title | Name | Term Begin Date | Term End Date | Term # | Appointed By |
|----|-----|----|--------------|----------------|------------------------|-----------------|---------------|--------|--------------|
| 1 | M | 4 | 1. | Member | Aaron G. Oravillo | 7/23/17 | 7/22/19 | 1 | City Council |
| | | | 2. | Member | VACANT | 7/23/17 | 7/22/19 | 2 | Mayor |
| 2 | M | 7 | 3. | Member | Tyrone Grandison | 7/23/17 | 7/22/19 | 1 | City Council |
| 7 | M | 4 | 4. | Member | Derek Stephen Lum | 7/23/17 | 7/22/19 | 1 | Mayor |
| 3 | F | 3 | 5. | Member | Tammy J. Morales | 7/23/17 | 7/22/19 | 1 | City Council |
| 6 | M | 7 | 6. | Member | Shkelqim Kelmendi | 1/23/18 | 1/22/20 | 1 | Mayor |
| 2 | M | 2 | 7. | Member | Adrian Glover | 1/23/18 | 1/22/20 | 1 | City Council |
| 1 | F | 2 | 8. | Member | Kiddist Emmanuel | 1/23/18 | 1/22/20 | 1 | Commission |
| | M | 2 | 9. | Member | Thaer O. Qasem | 7/23/18 | 7/22/20 | 1 | Mayor |
| 2 | F | 6 | 10. | Member | Jackie Turner | 7/23/16 | 7/22/18 | 1 | City Council |
| | | | 11. | Member | VACANT | 7/23/16 | 7/22/18 | 2 | Mayor |
| 6 | F | 3 | 12. | Member | Elizabeth W. Pachaud | 7/23/16 | 7/22/18 | 1 | City Council |
| 7 | NB | 2 | 13. | Member | Erik Gray | 1/23/17 | 1/22/19 | 1 | Mayor |
| 6 | F | 1 | 14. | Member | Danielle Marie Wallace | 1/23/17 | 1/22/19 | 2 | City Council |
| | | | 15. | Member | VACANT | 1/23/17 | 1/22/19 | 1 | Mayor |
| | F | | 16. | Get Engaged | Annie Dimitras | 9/1/18 | 8/31/19 | 1 | Mayor |
| 3 | F | 3 | 17. | Member | Valentina Montecinos | 7/23/18 | 7/22/20 | 1 | City Council |
| 3 | F | 1 | 18. | Member | Pamela Schwartz | 1/23/18 | 1/22/20 | 1 | Mayor |
| | | | 19. | Member | VACANT | 7/23/18 | 7/22/20 | 1 | Commission |
| 6 | M | 3 | 20. | Member | Brian Egger | 1/23/18 | 1/22/20 | 1 | Commission |
| 6 | F | | 21. | Member | Jessica C. Bhuiyan | 7/23/18 | 7/22/20 | 1 | Commission |

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 | | | 1 | | | 1 | 2 | | |
| Council | 3 | 5 | | | 1 | 3 | 2 | | | 2 | | | |
| Comm | 1 | 2 | | | | 1 | | | | 2 | | | |
| Total | 7 | 9 | | 1 | 1 | 4 | 3 | | | 5 | 2 | | |

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.