



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Benjamin Mitchell</i>		
<b>Board/Commission Name:</b> <i>Community Involvement Commission</i>		<b>Position Title:</b> <i>District 6 Member</i>
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>		<b>Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appointing Authority:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>		<b>Term of Office:</b> <i>6/1/2017-5/31/2019</i>
<b>Residential Neighborhood:</b> <i>Greenwood</i>	<b>Zip Code:</b> <i>98117</i>	<b>Contact Phone No.:</b> 
<b>Legislated Authority:</b> <i>Ordinance 125192</i>		
<b>Background:</b> <i>Ben Mitchell works at Social Venture Partners (SVP) where he oversees SVP's grantmaking program and facilitates the selection of nonprofit organizations for multi-year funding. Ben moved to Seattle in 2014 by way of Washington, DC where he spent three plus years working in international development and foreign aid program management. His work included extended field assignments in the Philippines and in Kyrgyzstan where he spent 18 months working on an economic development program. Prior to his work in DC, Ben was a Peace Corps Volunteer in Albania, and also worked for a nonprofit consulting firm in Philadelphia. Ben grew up in Ann Arbor, Michigan, attended college in Ohio, and earned a Master's degree in International Policy Studies from the Middlebury Institute of International Studies. He is a fellow in the 2017 class of the Institute for a Democratic Future. In his free time Ben enjoys running, enjoying the outdoors, beer, and has volunteered with the Greenwood Community Council and FareStart in Seattle. He and his fiancée live in Greenwood.</i>		
<b>Date of Appointment:</b> <i>6/1/2017</i>	<b>Authorizing Signature (original signature):</b> 	<b>Appointing Signatory:</b> <i>Council Member Tim Burgess</i>

# BENJAMIN MITCHELL

## PROFILE

A project management and facilitation professional with more than 13 years of cross-sector experience in philanthropy, international development, the nonprofit sector, and private sector consulting

## KEY EXPERIENCE AND QUALIFICATIONS

- Skilled in all aspects of grant administration, including grant proposal development, budget tracking, and reporting on behalf of non-profit clients; as well as grant program design, implementation, and monitoring from a funder perspective
- Managed resource development initiatives, including grant writing, reporting, and funder correspondence, and contributed input and research as part of strategic planning consulting services for Philadelphia-area non-profit organizations
- Oversaw the performance management and ensured budgetary and contractual compliance of the Local Development Program, a \$27 million U.S. Government-funded foreign aid program based in Kyrgyzstan
- Provided monitoring and evaluation, program reporting, budget management, work-planning, and contractual support while based in Washington, DC for foreign aid projects being implemented throughout Central Europe, the Caucasus, and the Philippines
- Demonstrated communication skills across all professional experience through leading public engagement workshops, facilitating meetings and presentations, and delivering stakeholder trainings

## PROFESSIONAL HISTORY

Program Manager, Community Investment  
Social Venture Partners Seattle

11/2014 - Present  
Seattle, WA

- Manages all aspects of SVP's capacity building grant program, including facilitating grant committee education sessions, administering the solicitation of nonprofit grant proposals, arranging site visits, and overseeing the award of more than \$60,000 in grant funding
- Supports organizational capacity development for local nonprofit organizations in SVP's portfolio. Duties include working with nonprofits to scope capacity building projects, recruiting pro-bono consultants for the delivery of technical assistance, monitoring the impact of capacity building work, and supporting the overall relationship management between SVP and its grantees

Operations Director  
USAID Local Development Program, Chemonics International Inc.

08/2012 - 03/2014  
Bishkek, Kyrgyzstan

- Helped to achieve program success through the effective management of a 15-person Operations Team responsible for all budgetary planning and monitoring, communications, contracting and procurement, and all administrative and logistics issues
- Fostered effective local partnerships to achieve program results while serving as Deputy Manager of a \$6 million grants and contracts fund, supporting the planning, implementation, and monitoring of grants and contracts with Kyrgyz firms and organizations

Manager  
Chemonics International Inc.

11/2010 - 08/2012  
Washington, DC

*International development consulting firm specializing in the implementation of foreign aid projects*

- Supported the successful implementation of foreign assistance programs through the provision of project management support in the areas of budget planning and monitoring, communications and reporting, consultant recruiting, and contractual compliance
- Provided short-term surge management support in the Philippines for a family planning and maternal/child health program, overseeing the planning and initial implementation of a significant increase in the reach of the project's grants program

Community and Organizational Development Specialist  
U.S. Peace Corps

03/2006 - 05/2008  
Lezha, Albania

- Partnered with World Vision Albania in contributing to activity design including setting goals, determining milestones, allocating resources, creating monitoring and evaluation standards, and in evaluating the five-year impact of World Vision's programming

Senior Project Assistant  
Fairmount Ventures, Inc.

07/2003 - 07/2005  
Philadelphia, PA

*Consulting firm offering counsel to non-profit and philanthropic organizations*

- Managed grant agreements and ensured compliance of client budgets and programs with funder guidelines, liaised between client organizations and funders, and contributed to the preparation of grant proposals and reports to funders

## LEADERSHIP ACTIVITIES AND VOLUNTEER EXPERIENCE

Fellow  
Institute for a Democratic Future  
01/2017 – 06/2017  
Seattle, WA

- Six-month political fellowship program that covers the nuts and bolts of campaigns and elections, geographic issues from around Washington state, and developing leadership skills of fellows

Board Member  
Greenwood Community Council  
03/2015 – 03/2017  
Seattle, WA

- Plan community meetings, collaborate with Board colleagues in organizational planning and visioning, and represent the Greenwood Community Council at local community events and forums

Development Coordinator  
Global Majority  
08/2009 - 06/2010  
Monterey, CA

*Non-profit organization committed to promoting non-violent conflict resolution education, mediation, and advocacy*

- Contributed to the development of an organizational fund-raising strategy to more effectively target potential donors, and assisted in the preparation of funding proposals

President  
Conflict Resolution Association  
08/2009 - 05/2010  
Monterey, CA

- Guided a student organization in developing its mission and devising a plan for programming that included events offering professional development opportunities, and promoting the discipline of conflict resolution

Board Member  
Philadelphia's Young Nonprofit Leaders  
03/2004 - 07/2005  
Philadelphia, PA

*Founding Board Member of a Professional development association comprised of more than 200 non-profit professionals*

- Collaborated with colleagues in developing the organization's mission and goals, and in organizing networking and professional development events including panel discussions, job fairs, networking and social events

## FIELD WORK AND RESEARCH

Field Research: Challenges to Peacebuilding  
Monterey Institute of International Studies  
01/2010  
Sierra Leone

- Interviewed stakeholders and visited communities examining the challenges to peacebuilding in Sierra Leone

Global Majority Transitional Justice Seminar  
University of Johannesburg  
Summer 2009  
Johannesburg, South Africa

- Participate in a three-week seminar and international conference with students, professionals, academics, and South African officials examining transitional justice and human rights in post-apartheid South Africa

## EDUCATION AND TRAINING

M.A., international policy studies and conflict resolution  
The Monterey Institute of International Studies  
May 2010  
Monterey, CA

Arabic Summer Language Institute  
Middlebury College  
Summer 2008  
Middlebury, VT

B.A., urban studies and Education  
The College of Wooster  
May 2003  
Wooster, OH

# Community Involvement Commission

Sixteen Members: Pursuant to Ordinance 125192, all members subject to City Council confirmation, one- and two-year terms for the initial round of appointments, two-year terms thereafter:

- 7 City Council-appointed
- 7 Mayor-appointed
- 2 Commission-appointed

**Roster:**

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
3	F	1	1.	District 1 Member	Jeniffer Calleja	6/1/2017	5/31/2018	1	Council
2	F	2	2.	District 2 Member	Thais Marbles	6/1/2017	5/31/2019	1	Council
2	F	3	3.	District 3 Member	Natalie Curtis	6/1/2017	5/31/2018	1	Council
9	F	4	4.	District 4 Member	Alison Turner	6/1/2017	5/31/2019	1	Council
9	M	5	5.	District 5 Member	Mark Mendez	6/1/2017	5/31/2018	1	Council
6	M	6	6.	District 6 Member	Ben Mitchell	6/1/2017	5/31/2019	1	Council
9	F	7	7.	District 7 Member	Patricia Akiyama	6/1/2017	5/31/2018	1	Council
1	F	2	8.	At-Large Member	Hoai (Julie) Pham	6/1/2017	5/31/2019	1	Mayor
6	F	3	9.	At-Large Member	Alex C. Hudson	6/1/2017	5/31/2018	1	Mayor
9	F	1	10.	At-Large Member	Jenna Franklin	6/1/2017	5/31/2019	1	Mayor
2	M	7	11.	At-Large Member	Bereket Kiros	6/1/2017	5/31/2018	1	Mayor
1	F	7	12.	At-Large Member	Emily Kim	6/1/2017	5/31/2019	1	Mayor
5	O	2	13.	At-Large Member	Sonja Basha	6/1/2017	5/31/2018	1	Mayor
			14.	Get Engaged Member	Vacant	9/1/17	8/31/18		Mayor
			15.	At-Large Member	Vacant				Commission
			16.	At-Large Member	Vacant				Commission

**SELF-IDENTIFIED DIVERSITY CHART**

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

**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.*