



NEW CASTLE COUNTY COUNCIL BOARDS AND COMMISSIONS SUBCOMMITTEE MEETING

Chair: Dee Durham, Second District

**January 20, 2026
2:30 PM**

VIRTUAL ZOOM WEBINAR MEETING &
LOUIS L. REDDING CITY/COUNTY BUILDING
1ST FLOOR COUNCIL CHAMBERS
800 N. FRENCH STREET, WILMINGTON, DE 19801**

REVISED AGENDA

A. Meeting Call to Order

B. Approval of Minutes of November 18, 2025

C. Boards & Commissions Interview

APPOINTING KENT ST. PIERRE TO THE NEW CASTLE COUNTY AUDIT COMMITTEE
Prime Sponsor: Ms. George

CONSENTING TO THE APPOINTMENT OF JULIE ANN BREWER TO THE NEW CASTLE
COUNTY LIBRARY ADVISORY BOARD
Prime Sponsor: Ms. Durham

CONSENTING TO THE APPOINTMENT OF CAITLIN F. BRITWUM TO THE NEW
CASTLE COUNTY LIBRARY ADVISORY BOARD
Prime Sponsor: Mr. Toole

CONSENTING TO THE APPOINTMENT OF MATTHEW MORRIS TO THE NEW CASTLE
COUNTY CLAYMONT DESIGN REVIEW ADVISORY COMMITTEE
Prime Sponsor: Mr. Cartier

CONSENTING TO THE APPOINTMENT OF NEDDA MOQTADERI TO THE NEW CASTLE
COUNTY HOCKESSIN DESIGN REVIEW ADVISORY COMMITTEE
Prime Sponsor: Ms. Kilpatrick

CONSENTING TO THE APPOINTMENT OF TRACY CHAMBLEE TO THE NEW CASTLE
COUNTY PLANNING BOARD
Prime Sponsor: Mr. Carter

CONSENTING TO THE APPOINTMENT OF LISSA E. BRUTUS TO THE NEW CASTLE
COUNTY PLANNING BOARD
Prime Sponsor: Mr. Hollins

D. Boards & Commissions Re-appointments

CONSENTING TO THE RE-APPOINTMENT OF R. JEAN HERSHNER TO THE NEW
CASTLE COUNTY HISTORIC REVIEW BOARD

Prime Sponsor: Ms. Durham

E. Other

F. Public Comment

G. Adjournment

AGENDA POSTED: DATE 1/13/26
REVISED AGENDA POSTED 1/20/26

*The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004(e)(2). The meeting may go into Executive Session to address issues that arise at the time of the meeting.

**The agenda was revised to remove an appointee

**Under Title 29, Section 10006A of *Delaware Code*, New Castle County Council is holding this meeting as a

telephone and video conference, utilizing  Webinar. In addition, this meeting is open to the public in Council Chambers (800 N. French Street, Wilmington, DE 19801). The link to join the meeting via computer, smart device, or smart phone is : <https://zoom.us/j/377322142> You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

Meeting materials, including a meeting agenda, legislation to be addressed during the meeting, and other materials related to the meeting are electronically accessible at <https://www.nccde.org/2351/Agendas-and-Minutes> Members of the public joining the meeting may be provided an opportunity to make comments in real time. A comment period will be administered by a moderator to ensure everyone may have an opportunity to comment.

If permitted to comment, you will not be able to speak until called upon by the moderator. For those appearing virtually, there are functions in the program that allow you to do this. Please see the link in the previous paragraph.

RESOLUTION NO.

**APPOINTING KENT ST. PIERRE TO THE NEW
CASTLE COUNTY COUNCIL AUDIT COMMITTEE**

1 **WHEREAS**, pursuant to *New Castle County Code* Sec. 2.02.403, the Audit
2 Committee (the Committee) is a 5-member public board, mandated by County law that
3 is responsible for: establishing an audit schedule for the coming year; monitoring the
4 progress of ongoing audits; following up on audits previously completed; considering
5 special audit requests or needs expressed by Council, the Executive or the Chief
6 Financial Officer; preparing an annual performance appraisal of the Auditor for
7 consideration by Council in its annual performance review; assisting the Auditor with
8 any problems encountered in the execution of his duties; ensuring maximum
9 cooperation between the work of the Auditor and the auditing needs of the Council,
10 the Executive and external auditors; recommending to Council any staffing,
11 equipment or office needs necessary for improving the operation of the Auditor's office;
12 considering input from, and consulting with, when appropriate, the County Office of
13 Finance; and establishing a peer review of the Office of the County Auditor at least
14 every three (3) years; and

15
16 **WHEREAS**, the members of the Committee will be appointed by County
17 Council for terms of four (4) years, except that original terms shall be established so
18 that two (2) terms expire at four (4) years, two (2) at three (3) years, and one in the
19 second year. When vacancies occur, they shall be filled for the unexpired term. No
20 citizen member of the Committee shall be an employee of the County, be under
21 contract with the County, or enter into a contract with the County during their tenure
22 on the Committee. No citizen member of the Committee shall be a candidate for any
23 public office; and

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25 **WHEREAS**, the members of the Committee shall consist of five (5) members
26 - all of whom possess the technical skills necessary to oversee the technical and
27 complex financial reporting and audit process; and

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29 **WHEREAS**, New Castle County has nominated Kent St. Pierre for appointment
30 to the Audit Committee; and

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32 **WHEREAS**, this appointment fulfills the requirement in Sec. 2.02.402 (A) that
33 all members must possess the necessary technical skills to oversee the technical and
34 complex financial reporting and audit process.

35 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of
36 New Castle County that County Council hereby appoints Kent St. Pierre as a
37 member of the New Castle County Council Audit Committee for a term to begin from
38 January 27, 2026, and to expire on January 27, 2030.

Adopted by the County Council
of New Castle County on:

Monique Williams Johns
President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact upon the adoption of this legislation.

Primary Sponsor: Ms. Durham
Requested by: Executive Office
Date of Introduction: January 27, 2026

RESOLUTION NO. 26-

**CONSENTING TO THE APPOINTMENT OF JULIE ANN BREWER TO THE
NEW CASTLE COUNTY LIBRARY ADVISORY BOARD**

WHEREAS, pursuant to 9 *Del. C. § 1352* and *New Castle County Code § 2.05.402(F)* the New Castle County Library Advisory Board (“Board”) shall serve as a subcommittee to the Department of Community Services Board; and

WHEREAS, the Board shall consist of thirteen (13) members; and

WHEREAS, the County Executive, with the advice and consent of County Council appoints twelve (12) members of the Board—one (1) from District 1 or 7, one (1) from District 2 or 8, one (1) from District 3 or 9, one (1) from District 4 or 10, one (1) from District 5 or 11, one (1) from District 6 or 12, six (6) members from among existing friends groups and one (1) member representing all contractual libraries. All members so appointed serve for a term of three (3) years pursuant to *New Castle County Code § 2.05.403*; and

WHEREAS, the County Executive has submitted for the advice and consent of County Council the appointment of Julie Ann Brewer as a member of the Board, filling the seat assigned to Friends of Brandywine Hundred Library; and

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the appointment of Julie Ann Brewer as the representative to the New Castle County Library Advisory Board for Friends of Brandywine Hundred Library for a term to begin immediately upon adoption of this resolution and to expire January 27, 2029.

Adopted by the County Council
of New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There will be no discernible fiscal impact upon the adoption of this legislation.

Primary Sponsor: Mr. Toole
Requested by: Executive Office
Date of Introduction: January 27, 2026

RESOLUTION NO. 26-

**CONSENTING TO THE APPOINTMENT OF CAITLIN F. BRITWUM TO THE
NEW CASTLE COUNTY LIBRARY ADVISORY BOARD**

WHEREAS, pursuant to 9 *Del. C. § 1352* and *New Castle County Code § 2.05.402(F)* the New Castle County Library Advisory Board (“Board”) shall serve as a subcommittee to the Department of Community Services Board; and

WHEREAS, the Board shall consist of thirteen (13) members; and

WHEREAS, the County Executive, with the advice and consent of County Council appoints twelve (12) members of the Board—one (1) from District 1 or 7, one (1) from District 2 or 8, one (1) from District 3 or 9, one (1) from District 4 or 10, one (1) from District 5 or 11, one (1) from District 6 or 12, six (6) members from among existing friends groups and one (1) member representing all contractual libraries. All members so appointed serve for a term of three (3) years pursuant to *New Castle County Code § 2.05.403*; and

WHEREAS, the County Executive has submitted for the advice and consent of County Council the appointment of Caitlin F. Britwum as a member of the Board, filling the seat assigned to Friends of Kirkwood Library; and

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the appointment of Caitlin F. Britwum as the representative to the New Castle County Library Advisory Board for Friends of Kirkwood Library for a term to begin immediately upon adoption of this resolution and to expire January 27, 2029.

Adopted by the County Council
of New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There will be no discernible fiscal impact upon the adoption of this legislation.

Primary Sponsor: Mr. Cartier
Requested by: Executive Office
Date of Introduction: January 27, 2026

RESOLUTION NO. 26-

**CONSENTING TO THE APPOINTMENT OF MATTHEW MORRIS TO THE
NEW CASTLE COUNTY CLAYMONT DESIGN REVIEW ADVISORY COMMITTEE**

WHEREAS, *New Castle County Code §40.26.420* provides that “County Council may establish Hometown (HT) Overlay Zoning Districts and encompass the boundaries of communities and neighborhoods that will be subject to a modification of dimensional standards as set forth herein and by an approved Community Redevelopment Plan;” and

WHEREAS, *New Castle County Code §40.26.440* provides that “a Design Review Advisory Committee shall be established pursuant to §40.30.450 for each Hometown Zoning Overlay District created;” and

WHEREAS, *New Castle County Code §40.30.450C* also provides that “the District Council person(s) in whose Councilmanic district a Hometown Overlay is found, shall make recommendations to the County Executive who shall appoint members subject to County Council consent; and

WHEREAS, Mr. Morris is an advocate of the area affected and the surrounding area identified in the community redevelopment and the District Council member recommended the appointment of Mr. Morris to the Claymont Design Review Advisory Committee; and

WHEREAS, the County Executive has submitted the advice and consent of County Council to appoint Matthew Morris to the Claymont Design Review Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the appointment of Matthew Morris to the Claymont Design Review Advisory Committee for a term to begin immediately upon adoption of this resolution and to expire January 27, 2029.

Adopted by the County Council
of New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There will be no discernible fiscal impact upon the adoption of this legislation.

Primary Sponsor: Ms. Kilpatrick
Requested by: Executive Office
Date of Introduction: January 27, 2026

RESOLUTION NO. 26-

**CONSENTING TO THE APPOINTMENT OF NEDDA MOQTADERI TO THE
NEW CASTLE COUNTY HOCKESSIN DESIGN REVIEW ADVISORY COMMITTEE**

WHEREAS, *New Castle County Code §40.26.420* provides that “County Council may establish Hometown (HT) Overlay Zoning Districts and encompass the boundaries of communities and neighborhoods that will be subject to a modification of dimensional standards as set forth herein and by an approved Community Redevelopment Plan;” and

WHEREAS, *New Castle County Code §40.26.440* provides that “a Design Review Advisory Committee shall be established pursuant to §40.30.450 for each Hometown Zoning Overlay District created;” and

WHEREAS, *New Castle County Code §40.30.450C* also provides that “the District Council person(s) in whose Councilmanic district a Hometown Overlay is found, shall make recommendations to the County Executive who shall appoint members subject to County Council consent; and

WHEREAS, Ms. Moqtaderi is a resident and property owner of the area affected and the surrounding area identified in the community redevelopment and the District Council member recommended the appointment of Ms. Moqtaderi to the Hockessin Design Review Advisory Committee; and

WHEREAS, the County Executive has submitted for the advice and consent of County Council to appoint Nedda Moqtaderi to the Hockessin Design Review Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the appointment of Nedda Moqtaderi to the Hockessin Design Review Advisory Committee for a term to begin immediately upon adoption of this resolution and to expire January 27, 2029.

Adopted by the County Council
of New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There will be no discernible fiscal impact upon the adoption of this legislation.

Prime Sponsor: Mr. Carter
Requested by: Executive Office
Date of introduction: January 27, 2026

RESOLUTION NO. 26-

**CONSENTING TO THE APPOINTMENT OF TRACY CHAMBLEE TO THE
NEW CASTLE COUNTY PLANNING BOARD**

WHEREAS, the New Castle County Planning Board ("Planning Board") is composed of nine (9) members. Pursuant to *New Castle County Code* § 40.30.210, County Council has the power and duty to confirm, by majority vote, members of the Planning Board appointed by the County Executive; and

WHEREAS, the Planning Board is responsible for reviewing proposed changes to zoning, subdivision regulations, deed restrictions, and the Comprehensive Development Plan; and

WHEREAS, the Planning Board also renders final decisions on subdivision variances and appeals of Land Use Department interpretations of subdivision regulations; and

WHEREAS, Planning Board Members shall be appointed by the County Executive for a term of three years; and

WHEREAS, the County Executive has submitted for the advice and consent of the County Council the appointment of Tracy Chamblee to the Planning Board; and

WHEREAS, Mr. Chamblee brings value to the Board through his background in leadership and community involvement.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the reappointment of Tracy Chamblee to the New Castle County Planning Board for a term to begin immediately upon the adoption of this resolution and to expire on January 27, 2026.

Adopted by the County Council
of New Castle County on:

Monique Williams-Johns
President of County Council of
New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There will be no discernable fiscal impact upon the adoption of this resolution.

Prime Sponsor: Mr. Hollins
Requested by: Executive Office
Date of introduction: January 27, 2026

RESOLUTION NO. 26-

**CONSENTING TO THE APPOINTMENT OF LISSA E. BRUTUS TO THE
NEW CASTLE COUNTY PLANNING BOARD**

WHEREAS, the New Castle County Planning Board ("Planning Board") is composed of nine (9) members. Pursuant to *New Castle County Code* § 40.30.210, County Council has the power and duty to confirm, by majority vote, members of the Planning Board appointed by the County Executive; and

WHEREAS, the Planning Board is responsible for reviewing proposed changes to zoning, subdivision regulations, deed restrictions, and the Comprehensive Development Plan; and

WHEREAS, the Planning Board also renders final decisions on subdivision variances and appeals of Land Use Department interpretations of subdivision regulations; and

WHEREAS, Planning Board Members shall be appointed by the County Executive for a term of three years; and

WHEREAS, the County Executive has submitted for the advice and consent of the County Council the appointment of Lissa E. Brutus to the Planning Board; and

WHEREAS, Ms. Brutus brings value to the Board through her background in leadership and community involvement.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the reappointment of Lissa E. Brutus to the New Castle County Planning Board for a term to begin immediately upon the adoption of this resolution and to expire on January 27, 2026.

Adopted by the County Council
of New Castle County on:

Monique Williams-Johns
President of County Council of
New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There will be no discernable fiscal impact upon the adoption of this resolution.

Primary Sponsor: Ms. Durham
Requested by: Executive Office
Date of Introduction: January 27, 2026

RESOLUTION NO. 26-

**CONSENTING TO THE RE-APPOINTMENT OF R. JEAN HERSHNER TO THE
NEW CASTLE COUNTY HISTORIC REVIEW BOARD**

WHEREAS, Pursuant to *New Castle County Code* Section 40.30.330, the Historic Review Board is vested with the responsibility to make recommendations for historic district boundaries, maintain a survey of historic properties, review permits relative to historic properties, and to make recommendations to the County Executive, County Council, and to the Department of Land Use concerning the use of grants, gifts, and budgeting appropriations to promote the preservation of historic sites, among other duties; and

WHEREAS, the Historic Review Board shall consist of nine (9) members who shall be residents of the County and who shall be appointed by the County Executive with the advice and consent of a majority of the County Council. The terms of office shall be four (4) years, provided that the terms of the members other than the Chairman shall be established in a manner that two (2) shall expire each year. The County Executive shall appoint one (1) member as Chairman who shall serve at the pleasure of the County Executive. One (1) member of the Historic Review Board shall be an architect, and one (1) member shall be from the field of historic preservation. Seven (7) members shall be individuals who have demonstrated a concern in the field of historic preservation, have some knowledge of the County's history, or have reasonable knowledge of historic architecture or construction techniques; and

WHEREAS, Ms. Hershner is a resident of New Castle County and serves as the Executive Director of Nemours Estate with responsibilities that include daily operations and stewardship of the home of Alfred I. duPont and his family; and

WHEREAS, the County Executive has submitted for the advice and consent of County Council the re-appointment of R. Jean Hershner to the Historic Review Board.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the re-appointment of R. Jean Hershner to the New Castle County Historic Review Board for a term to begin immediately upon adoption of this resolution and to expire on January 27, 2030.

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Adopted by the County Council
of New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There will be no discernible fiscal impact upon the adoption of this legislation.

R. Jean Hershner

1600 Rockland Road
Wilmington, DE 19803

(302) 393-1260
jean.hershner@nemours.org

EDUCATION:

M.A. American Studies

The Pennsylvania State University, Harrisburg, PA

M.S. Nonprofit Management

Eastern University, St. Davids, PA

B.A. Integrative Arts

The Pennsylvania State University, University Park, PA

PROFESSIONAL EXPERIENCE:

Executive Director, January 2021-Present

Nemours Estate, Wilmington, DE

As Executive Director of Nemours Estate, I am responsible for day-to-day operations and stewardship of the home of Alfred I. duPont and his family. Founded in 1910, the Estate currently manages 100,000 square feet of buildings—most of which are original to Mr. duPont's time—and over 200 acres of French-inspired formal gardens, woodlands and grounds featuring statuary and fountains. Noteworthy activities in this first year as Executive Director include authorizing an update to the Estate's 2005 Conditions Assessment and Preservation Plan (and expanding its scope to include all original buildings); the creation of a Cultural Resources Plan (currently in progress); the drafting of a five-year stewardship plan; and overseeing the construction of a purpose-built structure for historic collections, also currently in progress. In addition to these initiatives, the Estate has re-imagined its visitor experience with the creation of a new pedestrian entrance and by encouraging guest engagement with the gardens and grounds. In the background of these activities is an annual investment in accessibility and the upkeep of its natural and historic resources: all of which is intended to ensure Nemours Estate's long-term preservation.

Associate Director, September 2019-December 2020

Manager of Museum Operations, July 2018-August 2019

Nemours Estate, Wilmington, DE

In these roles with The Nemours Foundation, I was responsible for Estate operations which included a 47,000 square-foot mansion constructed by Alfred I. duPont and surrounded by formal gardens, woodlands and grounds. Responsibilities involved managing all aspects of daily activities: the accuracy of interpretation and availability of public tours; ensuring the safety and comfort of 28,000+ annual visitors; stewardship of historic buildings and museum collections; facilitating on-going staff trainings; pursuing community partnerships and educational outreach efforts; and driving organizational planning, budgeting and strategy processes—just to name a few. I supervised a team of 67 full and part-time associates who were instrumental in making Nemours Estate a memorable and educational experience for individuals, groups and families.

Corporate & Foundation Relations Specialist, November 2017-July 2018
Nemours/Alfred I. duPont Hospital for Children, Wilmington, DE

In this position with The Nemours Foundation, I was responsible for managing relationships with philanthropic corporations and foundations, conducting research related to existing grant opportunities, writing grant applications according to specific guidelines, creating cases for support, and proofreading and editing grant text created by doctors and other hospital clinicians. During this eight-month time period, I submitted grant applications that generated \$5.25 million for hospital initiatives.

Fund Development Director, December 2016-November 2017
America Walks, Portland, OR

America Walks is a national nonprofit organization dedicated to making America a great place to walk. As Fund Development Director, I was charged with securing national event sponsors, planning fundraising campaigns, identifying potential sources of support, grant writing, facilitating new partnerships, crafting new fundraising resources, and the on-going development of a national board of directors. I was also responsible for donor database management and the creation and distribution of all gift acknowledgments.

Director of Philanthropy, August 2016-December 2016
Harford Community Action Agency (HCAA), Edgewood, MD

At the HCAA, I was hired to establish a robust fundraising department that would support the HCAA's three main service areas—Food Bank/Food Pantry Operations, Utility Assistance Programs, and Social Service Programs—while building a diverse corps of individual donors to mitigate the organization's heavy reliance on federal, state, and local government funding. However, I was primarily engaged with re-organizing HCAA's staffing, operations, and departments in order to rebuild important community partnerships, enhance customer service, and maximize organizational efficiency.

Development Director, October 2013-August 2016
Chesapeake Therapeutic Riding (CTR), Abingdon, MD

As CTR's first-ever development staff, I established a development program to serve the organization during its first capital campaign and beyond. I successfully wrote over \$240,000 in grant applications. In addition to the creation and management of a donor database, I formulated a gifts acknowledgment protocol, created a written case for support, increased annual fund revenue by 60%, introduced donor cultivation activities, coordinated special events, and cultivated relationships with representatives of area foundations, corporations, and nonprofit organizations. I also assisted the executive director with strategic planning, general administration, program creation, and board member recruitment. Further, I spearheaded initiatives to update CTR's mission statement, formulate a vision statement, revise the bylaws, and correct inaccuracies on two years of IRS Form 990s. I also led efforts to create a new logo, "re-brand" the organization as CTR, and establish a fresh, more visually appealing website. Marketing efforts include networking and community outreach activities, generating updated materials, the establishment of a monthly e-newsletter, and the publication of CTR's annual report.

Director of Advancement & Public Affairs, March 2013-October 2013
The Highlands School, Bel Air, MD

In my role as Director of Advancement & Public Affairs at The Highlands School, I secured a \$500,000 grant to establish and sustain a new hands-on academic program for students. I also successfully wrote a \$150,000 Community Investment Tax Credit (CITC) grant. In addition, I worked with an anonymous donor to fund two fully paid scholarships and one three-quarters scholarship pledged through the end of each student's Highlands School education. Aside from grant writing and donor cultivation, I provided leadership for all of the private school's fundraising activities, including the annual fund, major gifts, special events and planned giving, while managing all marketing and outreach efforts. Other responsibilities included Raiser's Edge database management, volunteer recruitment/recognition, strategic planning, program development, and board relations.

Development Director, October 2010-March 2013
Preservation Pennsylvania, Harrisburg, PA

As Development Director at Preservation Pennsylvania, I positioned the statewide organization to launch its first-ever major gifts fundraising campaign and—in the early part of campaign's "quiet phase"—I helped to raise over \$1.3 million towards a \$5 million goal. To accomplish this, I created a written case for support, conducted prospect research, built donor relationships, and facilitated fundraising calls on qualified prospects. Additional responsibilities included selecting and installing the organization's first fundraising software (Exceed! Premiere by Telosa), energizing membership recruitment and retention efforts, soliciting annual fund gifts, preparing sponsorship materials, writing and distributing monthly e-newsletters, conceptualizing and producing brochures and annual reports, re-designing the organization's website, and applying for grant funding.

Director of Development, March 2009-September 2010
York County Heritage Trust, York, PA

At the YCHT, I was responsible for generating financial support for the organization's history and heritage-related mission. Supervising a department of four, I focused our joint efforts on donor relationships and communications, gift solicitations and recognition, Raiser's Edge database management, the annual fund, membership recruitment and retention, major gifts, planned giving, grants, special events, and rentals. In this position, I exceeded budgeted annual fund revenue by 45%, increased the membership retention rate to 91%, and secured over \$340,000 in grant funding. In the last eight weeks of my tenure, I acted as the Assistant Director of Education for the YCHT's public sites and museums.

TEACHING EXPERIENCE:

Adjunct Faculty, American Civilization I, January-May 2011
York College of Pennsylvania, York, PA

An introductory survey course that explored American historical themes from the Pre-Columbian era through the end of the Civil War.

PRESENTATIONS:

“Nemours Estate, A Bridge to Well-Being: Past, Present, Future”
American Alliance of Museum’s virtual conference, June 2, 2020.

“Why Does This Old Stuff Matter?”
Presented to the Harris Town Chapter, ABWA, Harrisburg, PA, February 2012.

“Invitation + Inspiration = Fundraising”
Day-long development workshop for community-based historical societies, Butler, PA, August 2011.

“Heritage, Hardship and Hope: Sustaining the Future of Pennsylvania’s Past”
Paper presented at Mid-Atlantic American Studies Association’s meeting, Harrisburg, PA, April 2011.

“The Cartridge Box: The Inside-Out Newspaper of the U.S. Army Hospital at York, PA”
Presented to the York Civil War Roundtable, York, PA, August 2011.

“Such a Day & Time as Harrisburg Has Never Before Witnessed: Charles Rawn Records Abraham Lincoln’s Visits to Harrisburg”
Presented at the Ft. Hunter Mansion and Park, Harrisburg, PA, March 2009.

“Silver Screens in Suburbia: Cinematic Venues on the New American Frontier”
Paper presented at Society of Architectural Historians’ meeting, Cincinnati, OH, April 2008.

PUBLICATIONS:

“The Cartridge Box: The Inside-Out Newspaper of the U.S. Army General Hospital, York.” *Journal of York County Heritage: A Publication of the York County Heritage Trust* (September 2012): 6-13.

“Such a Day & Time as Harrisburg Has Never Before Witnessed: Charles Rawn Records Abraham Lincoln’s Visits to Harrisburg.” *Susquehanna Heritage: A Journal of the Historical Society of Dauphin County* 6-7 (2008-2009): 90-101.

AWARDS & HONORS:

- Joel Sater Award for Creative Achievement in American Studies, Penn State, 2009
- Distinguished Strategic Management Award, Eastern University, 2008
- Harold C. Howard Servant-Leader Award, Eastern University, 2008
- Elias Award, Penn State York, 1993