

Résumé for STEVE GORDON – Grants Researcher / Writer / Manager

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CAREER HIGHLIGHTS

- Senior-level Grant Writer with broad experience spanning over 15 years and a variety of organization types, funder types, and industries
- Many years of urban ministry leadership, direct services, homeless work, prisoner reentry work, and consulting with Christian ministries
- Expert on researching sources of funding, including government agencies and programs, private foundations, corporate giving programs, and more
- Have presented on fundraising strategies at local, regional, and national conferences
- Have done grant-writing for large nonprofits, small ministries, coalitions, and corporations
- Certified as a Federal grant writer in 2005

QUALIFICATIONS

Abilities Ratings (on a scale of 1 to 5)

Have written government grants (federal, state, and municipal) from \$40K to \$3M	5
Proficient in the use of TGRC (Texas Grant Resource Center) and FDO (Foundation Directory Online) research platforms	5
Excellent written, verbal, and interpersonal communication skills	5
Strong work ethic, sense of urgency, attention to detail, and ability to think independently	5

Skills Summary

COMMUNICATION	Communicate effectively and work closely with team members and all levels of management in a professional manner.
PROBLEM-SOLVING	Solve complex problems, manage ambiguity and adapt to unexpected change. Specialize in conflict resolution in complex situations and organizations, with a unique ability to bring stability and encourage the pursuit of optimum interpersonal performance.
HUMAN SKILLS	Able to successfully implement key human skills in team situations, including active listening, empathy, patience, perspective, vulnerability, servant leadership, and the ability to foster having difficult conversations and effective confrontations when appropriate.
SENIOR-LEVEL	Proven ability to obtain buy-in from senior management for all key project plans, commitments, and changes including requirements, quality assurance plans, budget, schedule, and scope changes.
TIME MANAGEMENT	Excellent time management skills and the ability to make decisions quickly. Highly organized, leveraging technology and collaboration tools as appropriate.

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TEAM SKILLS	Team player, team builder and many years of leadership experience in complex environments, while always maintaining a people-oriented and empathetic style. Specialize in cross-functional teams leveraging peer-relationships to achieve outcomes.
MANAGEMENT	An effective, people-oriented leader who can effectively manage meetings, drive results and handle risk and conflict resolution. Managed my own IT consulting firm for five years, with over 35 clients and a 99% client-satisfaction rating.
MULTI-TASKING	Proven experience successfully managing multiple projects at any given time.
SPECIALIZED SKILLS	Understand business and system requirements as they map to a traceability matrix. Very experienced with methodologies, change management methods, service-level agreements (SLAs), data architecture, data administration, data modeling, data analysis, repositories, and the full software testing lifecycle. Also, curriculum development and training solutions.
TECHNICAL WRITING	Excellent written communication and presentation skills. Many years of technical writing, technical editing, grant writing, and document production experience.
PUBLISHED AUTHOR	Author of 5 books, 3 of which were on technical subjects. Samples of writing ability available upon request.
TOOLS	Highly proficient with flowcharting tools, data modeling tools, Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Access), full <i>G Suite</i> including Google Sites, Zoom, SmartSheet, HubSpot, Quicken, QuickBooks, and more.

EDUCATION & MORE

COLLEGE	Associate of Science (A.S.) degree in computer science with a major in systems analysis , from Oklahoma State University. Dean's Honor Roll. Participated in DPMA.
ADDITIONAL TRAINING	Extensive technical training throughout my career covering computer programming languages, large-scale databases, computer-aided software engineering, consulting and presentation skills for technical professionals, and more.
PROFESSIONAL SPEAKING	A confident and experienced public speaker, having delivered over 100 public presentations, including national and international professional conferences.
STRENGTHS-FINDER	<ul style="list-style-type: none"> ▶ Strategy ▶ Activator ▶ Significance ▶ Positivity ▶ Input
INDUSTRIES	<ul style="list-style-type: none"> ▶ Banking ▶ Oil & Gas ▶ Government ▶ Non-Profits ▶ Social Services ▶ Insurance ▶ Manufacturing ▶ Agriculture
ADDITIONAL INFORMATION	Professional and personal references, employer history, work samples, writing samples, and extensive career portfolio available upon request.