

# Janelle N. Simmons

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## Community Relations ♦ Development ♦ Communications

### Professional Summary:

- ♦ Exceptional skills in building and maintaining relationships through effective written and oral communication;
- ♦ Highly skilled in project management and meeting tight deadlines;
- ♦ Knowledgeable of all elements to plan an event from creative concept to logistics implementation;
- ♦ Proven success in resource development and securing major gifts;

### Career History:

#### Limited Brands, Inc.

2/07 to present

##### *Manager of Corporate Giving Programs*

Leads and manages the Community Relations Department for Limited Brands, Inc. which includes philanthropy, corporate giving programs, and volunteerism. Implement multiple associate, community, and corporate programs in support of the Company's philanthropic and community strategies enterprise-wide. Provide direction to three full-time associates and two interns.

#### Project GRAD Columbus – Columbus, OH

7/06 – 2/07

##### *Director of Organizational Advancement*

Managed the fundraising and communication efforts for the organization, served as the liaison to the board of trustees, and assisted in managing the overall organization. Responsibilities included preparation of grant application and reports, preparation of board materials, and implementing the annual Walk for Success to raise awareness of graduation rates among parents and students in the Linden McKinley High School and Marion Franklin High School neighborhoods.

#### The Community Shelter Board – Columbus, OH

2/04 – 7/06

##### *Director of Communications and Development*

Lead all fundraising efforts for the organization which included, securing \$5 million in grants from city, county, and state funding sources; and over \$2 million in private funds. Produced all communication materials including fact sheets, annual report, brochures, press releases, talking points, speeches, etc. Pitched stories and responded to all print radio, and TV media inquiries; Served as Community Relations representative for organization, which included assisting in the development and implementation of the organization's advocacy plan as it relates to government funding and public policy around affordable housing and homelessness.

- ♦ Instrumental in helping to secure \$3.2 million annually for the Community Shelter Board and the Affordable Housing Trust of Columbus and Franklin County through the Franklin County Real Estate Transfer Fee increase.

#### The Ohio State University - Columbus, OH

01/01 – 1/04

##### *Director of Development – College of the Arts & Sciences*

Identified, cultivated, and solicited prospects/donors for gifts of \$10K or more with special emphasis on gifts of \$25K; Provided stewardship for established endowments and current use funds through written reports, alumni communication materials, and participation in special events.

- ◆ Featured writer in the *Humanities Exchange Alumni Magazine*; and wrote various other materials at the Dean's request.
- ◆ Secured \$600K in gifts to support projects within the College of Humanities;

*Director of Development, University Scholarships*

Identified, cultivated, and solicited prospects/donors for gifts of \$10K or more with special emphasis on gifts of \$25K; Provided stewardship for established endowments; assisted Alumni clubs in developing fundraising plans for endowed scholarship funds.

- ◆ Secured \$1.4 million in gifts for need-based scholarships;
- ◆ Served on the University Development and OSU Alumni Association task force to increase alumni participation and giving amongst minorities.

**Cleveland Municipal School District** - Cleveland, OH

03/00 – 12/00

*Executive Assistant to the Chief Academic Officer*

Assisted in writing, coordinating, and implementing strategic plans related to academics for the district; Wrote and edited a weekly academic status report for board members; Managed academic departments in Chief Academic Officer's absence; Monitored and maintained budget for the academic affairs department.

- ◆ Successfully implemented district-wide textbook replacement process for grades K-12;
- ◆ Coordinated first annual district-wide awards conference to recognize academically talented students in grades 5-12.

**United Way of Franklin County** - Columbus, OH

07/97 – 03/00

*Senior Manager of Leadership Giving*

Managed the major gifts and planned giving prospect research department and supervised a prospect research associate; Assisted in developing and implementing the overall strategy for the leadership giving department, which included gifts of \$1,000 or more; Implemented a strategic plan to increase the growth rate of the \$25K campaign in the year 2000.

- ◆ Secured 21 new \$5K gifts through the Gold Leadership Campaign; Increased the legal division campaign total from \$930,000 to \$1 million;
- ◆ Annually recruited and coordinated 75 leadership volunteers within major corporations to assist with the Corporate Leadership Campaign.

**The Limited, Inc.** - Columbus, OH

3/95 – 7/97

*Public Relations Coordinator*

Assisted in the production and distribution of press releases, shareholder reports, foundation brochures, and other public relations materials; Assisted in the coordination of all special events planned and/or supported by The Limited, Inc. PR department; Reviewed and processed all charitable requests through The Limited Foundation;

**Education:**

**B.S., Journalism, E.W. Scripps School of Journalism - OHIO UNIVERSITY, 1995**

\*Specializations in Fashion Merchandising and African-American Studies.

**African-American Leadership Academy, Class of 2005 – The Academy for Governance & Leadership**

\*One of twelve individuals selected for the inaugural class of fellows.

**Community Service & Volunteer Activities:**

Board Member, First Night Columbus  
 Member, YWCA Women of Achievement Sponsorship Committee  
 Table Captain, YWCA Columbus Woman-to-Woman Luncheon  
 Member, Delta Sigma Theta Sorority, Inc.