

# Dawn Tyler Lee

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## Summary of Qualifications

A highly motivated, innovative self-starter with wide ranging experiences in housing, community development; community and government relations. Areas of expertise include program development, project management, policy development and analysis and excellent written and verbal communication skills with diverse constituencies.

## Professional Profile

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**The Ohio State University**, Assistant Vice President of Government Relations  
(August 2004 to Present)

Work with local government entities including mayors, city council members and other city and county elected officials to strengthen links between the university, neighborhood leaders and nonprofit organizations. Develop new and expand existing community and university partnerships.

**Columbus Board of Education**, Board Liaison (October 2002 to July 2004)

Served as a liaison between the seven elected members of the Columbus Board of Education and the superintendent, oversaw the production of the board agenda and all legislation on which the board votes, trained district employees on the legislative process, coordinated all meetings of the board, represented board members at community events, worked closely with the district's Office of Legislative Services to monitor local, state and federal education policy.

**Columbus City Council**, Legislative Analyst (June 1999 to October 2002)

Facilitated communication between Council Member Charleta B. Tavares and six council offices, 17 city departments, the Mayor's office, other elected officials and the community; worked closely with Columbus' neighborhood leaders and social service community to advise City Council on Health, Housing and Human Services policy issues; spoke on behalf of Council Member Tavares at public meetings and community events; provided assistance to constituents; solicited citizen input on community issues; researched legislative issues for weekly City Council meetings; staffed the Health, Housing and Human Services committee meetings.

**Coalition on Homelessness and Housing in Ohio**, Housing Policy Director,  
(September 1996 to June 1999)

Authored two federal government grants that resulted in a \$500,000 allocation to further the mission of the agency; negotiated multi-million dollar Community Reinvestment Act Agreements between the Ohio Community Reinvestment Project (OCRIP) and Charter One, Fifth Third and the former Firststar Banks; coordinated annual COHHIO conferences for over 400 participants; recruited new members of the OCRIP Steering Committee and

general membership; managed OCRP project activities; conducted trainings about the Community Reinvestment Act; coordinated publicity and statewide release of Home Mortgage Disclosure Act Analysis reports for all of Ohio's metropolitan statistical areas; advocated for state and federal resources for Ohio's affordable housing and homeless assistance programs.

## **Volunteer Leadership Activities**

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Buckeye Ranch, Incorporated Board of Trustees, Secretary  
Columbus Housing Partnership Board of Trustees  
Columbus Metropolitan Club Board of Trustees, Secretary  
Neighborhood School Development Partnership Advisory Committee, Columbus Public Schools  
New Directions Career Center Board of Trustees, President

## **Community Service**

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Berwick Civic Association Member  
The Columbus Chapter of The Links, Incorporated  
ColumbusReads Tutor at East Linden Elementary School  
Delta Sigma Theta Sorority, Columbus Alumnae Chapter  
Faith Ministries Church Scholarship Ministry  
Office of Minority Affairs Mentor  
Ohio Women In Government Steering Committee  
United Way Key Club

## **Awards and Recognitions**

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African-American Leadership Academy Graduate  
United Way Project Diversity Graduate  
Who's Who in Black Columbus  
*Business First* 40 Under 40  
Dr. Martin Luther King Jr. Holiday Commission Health Equity and Awareness Award  
Outstanding Woman in Financial Services  
National Hampton Alumni Association Service Award  
Milton and Mary Edelstein Prize for Community and Public Service  
Marvin S. Gilman/National Housing Endowment Scholarship  
Hampton University Community Service Award

## **Education**

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Master of Arts, Urban Affairs and Public Policy, University of Delaware  
Bachelor of Arts, Political Science, Hampton University