

AARON MAURICE RILEY

3379 Crossing Hill Way
Columbus, Ohio 43219
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- Objective** An Executive Director or Senior-Management position with a progressive, innovative and growth-oriented non-profit corporation
- Experience**
- 2003 – Present** *Columbus AIDS Task Force*, 1751 East Long Street, Columbus, Ohio 43203
Executive Director (Interim Executive Director 3/03 – 2/04)
- Responsible for the administrative, programmatic, fiscal and fundraising operations of the agency
 - Responsible for cultivating and maintaining relationships with funding organizations, other AIDS Service Organizations, Community Coalitions, Donors and other Health and Human Service Organizations
 - Serve as the community spokesperson for the agency and as an advocate for the HIV Community
 - Provide staff leadership in the completion and management of the fiscal year 2004 budget
 - Provide supervision and direction to the management team in the day-to-day operations of fulfilling the agency's mission
 - Provide staff leadership to the Board of Trustees and selected Board committees in the ongoing oversight and operation of the agency
- 2000 – 2003** *Director of Client Services*
- Responsible for the development, coordination, implementation and assurance of supervision of all programs – Housing, Primary Care, Recovery Services, and Case Management – provided by the agency to meet the needs of Columbus AIDS Task Force (CATF) clients and persons living with HIV/AIDS
 - Responsible for the assessment and evaluation of client needs and client satisfaction with services
 - Responsible for the monitoring of programs and departmental budgets
 - Responsible for the preparation and submission of grant applications to enhance or expand programs and services in conjunction with the Executive Director and Board of Trustees
 - Responsible for data collection, quality assurance, and reporting on client services activities to the Executive Director, agency staff and funders as specified
 - Responsible for building ongoing relationships with other service providers and for representing the organization on community planning, funding, and advocacy committees to assure mainstream community services are accessible and culturally competent in the provision of services to people living with HIV/AIDS
- 1999 – 2000** *American Red Cross of Greater Columbus*, 995 East Broad Street, Columbus, Ohio 43205
Transportation Coordinator
- Responsible for the management and operation of the agency's para-transit program
 - Responsible for planning the budget and financial accountability of a \$200,000 budget for the program
 - Responsible for the daily management, supervision and on-going training needs of both paid and volunteer staff (5 paid staff and approximately 14 volunteers)
 - Coordinated documentation of program information, report generation, and monitoring contract goals
 - Coordinated meetings with community agencies and groups to grow and or expand the program and to recruit volunteers for the program
- 1997 - 1999** *Community Shelter Board*, 115 West Main Street, Columbus, Ohio 43215
Program Specialist
- Responsible for day-to-day management of Community Shelter Board (CSB) programs
 - Responsible for coordination with CSB partner agencies and other agencies to ensure shelter and related services are delivered in an effective and efficient manner
 - Assisted with community education, external agency relations, evaluation, contract compliance monitoring activities, and the coordination of the CSB fund distribution processes
 - Facilitated communication and enhance the provision of services among and between partner agencies through coordinating and participating in issues meetings, community planning efforts, best practices/model program presentations, brown bag/roundtable discussions, and other methods as needed

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- 1992 - 1997** ***United Way of the Mid-South***, 1407 Union Avenue, Suite 900, Memphis, Tennessee 38104
Senior Associate, Fund Distribution
➤ Provided staff leadership and managed five Allocations Subcommittees within Fund Distribution
➤ Provided staff leadership for the Local Board of the Emergency Food and Shelter Program
➤ Managed the administrative and fiscal requirements of the Memphis and Shelby County HIV/AIDS Care Consortium and the Independent Grant Review Committee, which allocated the Ryan White Title II funds
➤ Managed the Advisory, Campaign and Agency Admissions/Allocations Committees for two area-wide (rural) counties
- 1985 – 1991** ***Shelby Residential and Vocational Services, Inc.***, 3592 Knight Arnold, Memphis, Tennessee 38111
Residential Operations Manager 1988-1991
Center Supervisor 1986-1988
Production Supervisor 1985-1986
- Education** ***Ohio Dominican College***, Columbus, Ohio
Degree - Bachelor of Arts in Business Administration, Magna Cum Laude
Member - Delta Epsilon Sigma National Honor Society
Biography published in the 1999 edition of *Who's Who Among Students In American Universities and Colleges*
- Additional Skills** Grant Writing Budget Development and Analysis
Data Analysis Problem Identification and Solving
Employee Coaching Continuous Quality Improvement
Public Speaking American Sign Language (ASL)
Group Facilitation Special Events Planning
Research Managing High Performance Teams
Fundraising Exceptional verbal and written communications skills
- Current and Previous Community Involvement** Board Member of the National AIDS Housing Coalition
Board Member Columbus Coalition for the Homeless (previously held office of Treasurer)
Central Ohio HIV Consortium, Member
Ohio Department of Health's Ryan White Care Coordination Council, Member
Board Member Stonewall Columbus
American Red Cross Certified HIV/AIDS Educator and Standard First Aid and CPR Instructor
1997 Recipient of the Byrd Medallion for Dedicated Professional Service
Mid-South Chapter American Red Cross, Board Member, *Ex-Officio*
Council On Aging Board Member and Facilities Chair for Senior Expo
Tennessee Conference on Social Welfare, Member
United Way of the Mid-South Loaned Executive Alumni Association (LEAA), Member
Memphis Literacy Council, Lead Instructor Advanced Reading and Geography Classes
WEVL Community Radio, "Up On Memphis," Production Assistant and Station Volunteer
Consultant to the Memphis Center for Independent Living, for "Bridge the Gap" Community Awareness and Fundraising Campaign
St. Joseph's Hospital, "Hit Line" (Hearing Impaired Therapy), Signing Volunteer
1996 Distinguished Sales and Marketing Award Winner sponsored by Sales and Marketing Executives of Memphis, Incorporated
- References** Provided upon request