

Dorothy (D) Malone, BS, MLD
246 Hamilton Avenue
Columbus, OH 43203

Mobile: (614) 668-2899

E-mail: dmalone0414@gmail.com

SUMMARY OF QUALIFICATIONS

OBJECTIVE: To obtain a meaningful leadership/management position allowing for execution and utilization of skills learned and mastered through education and employment experienced in government, private and non-profit entities. Highlighted abilities and skills include but not limited to:

Coalition & Partnership Building
Policy Implementation
Public Speaking

Team Collaboration & Consensus Building
Training & Development
Staff & Executive Coaching

PROFESSIONAL EXPERIENCE

ADAMH, Franklin County, Columbus, OH

2021- Present

Director, Faith-Based & Community Engagement

Oversees the development and implementation of community programming and strategies involving diverse faith-based partners and cultural and ethnic organizations. Strengthens relationships among faith-based and cultural stakeholders. Maintains a comprehensive knowledge relative to the overall administrative and programmatic operations of mental health and recovery programs and related efforts with faith-based institutions and cultural and ethnic organizations in Columbus and Franklin County.

- Assess overarching needs from community partners, with a focus on faith-based and cultural communities.
- Leads key meetings for the CEO and Vice President Advocacy & Engagement to discuss linkage and support strategies with community partners.
- Develop a strategic engagement plan that reinforces partnership with faith -based and cultural and ethnic organizations and related stakeholders.
- Establishes reliable pathways for mental health and addiction resources for diverse congregations and constituencies.
- Identify ADAMH community needs assessment indicators that can support and increase access to stigma-reducing programs for members and families of faith-based partners and coalitions.

MAYOR'S OFFICE OF CELEBRATEONE, Columbus, OH

2016 - 2021

Contituency Liaison

Serves on CelebrateOne's leadership team as management lead for non-traditional partner engagements, collaborations and partnerships for Mayor Andrew J. Ginther's infant mortality initiative. Recruits non-traditional partners for alignment and work through service in support of families who reside in priority neighborhoods and beyond. Facilitates partner coalition meetings; represents CelebrateOne by either attending or speaking at faith, civic, social and/or community organization events/forums.

- Participates and/or facilitates weekly, monthly and quarterly internal staff and external coalition partner meetings.
- Develops and implements internal departmental policies and procedures.
- Prepares monthly and annual reports.
- Works with communications team and local media on stories related to the infant mortality initiative.
- Maintains connection with community partners and coordinates collaboration opportunities.
- Establishes and maintains relationships with corporate partners.
- Leads fundraising endeavors with corporate and community partners.
- Manages partner memorandum of understanding and corresponding community event budgets.
- Develops procedures for community partnership engagement.
- Serves as department representative on interview panels with perspective new hires.

DRESS FOR SUCCESS COLUMBUS, Columbus, OH**2014 - 2016****Director of Career Development**

Led workforce readiness, professional development and adult mentoring programs for Columbus affiliate of the Dress for Success Worldwide brand (comprised of 140 national and international affiliates). Provided direct leadership and guidance to employed and under/unemployed clients by facilitating valuable skill-building tools and resources, in addition to networking with other professionals to fortify employment/career advancement journey. Through employment retention programming, the model moved low-moderate income women towards self-sufficiency by addressing social and economic needs in relation to work, home and community.

- Recruited and engaged qualifying clients for appropriate programs and services.
- Developed and facilitated program curriculum to assure positive outcomes toward client employment/career “next steps”.
- Ensured compliance with Dress for Success Worldwide standard operating procedures.
- Implemented and manages a comprehensive program plan to include monitoring client outcomes and alignment with budget allocations.
- Served as agency HR liaison facilitates paid and volunteer staff onboarding, training and payroll processing.

FIRST CHURCH OF GOD, Columbus, OH**2003 – 2014****Human Resources Director**

Responsible for management and leadership roles giving oversight and direction in all components of HR internally and externally. Managed day-to-day relating to the paid staff, volunteers and congregation life cycle to include onboarding and retention within a multi-million-dollar non-profit organization comprised of 25 full-time; 12 part-time staff, 1000+ volunteers and 5,000 + members. Supervised administrative and clerical teams and volunteers who served in professional and/or management capacities. Through partnering and aligning skills, talents, and gifts, seamless connections, sustained staffing and successful business and ministry outcomes were realized.

- Guided Senior Pastor (CEO), Executive Pastor (COO), senior leadership and management team in the full-scope implementation and management of HR policies and procedures.
- Implemented and managed Corrective Action Policy conducted confidential investigations of employee incidents which ensured a culture of inclusion, high performance and productivity.
- Ensured consistent application of relevant policies, employment laws and state/federal regulations.
- Provided specialized staffing relations data making recommendations for Reduction in Force (RIF) activity and employee transition steps, thus streamlining efficiency throughout the organization.
- Served as liaison to Employee Benefits and Health & Wellness Partners.
- Served as liaison and advisor to facilitate partnering church members with ministry leaders. Provided recommendations resulting from information exchange process which increased ministry participation and morale and improved diversity and inclusion alignment.
- Coordinated and facilitated ministry volunteer fairs, promoting alignment with pastoral vision and leadership compliance.
- Implemented departmental policies and procedures.
- Managed and navigated cultural and organizational change.
- Mediated complaints and grievances conveyed by church members and community.

STATE OF OHIO, Columbus, OH**1983 - 2003****Deputy Director, Office of the Treasurer****1991 -2003**

Served as second in command for Information Systems and Services Department. Directed activities of senior managers and supervisors of multi-unit department (Administration, Applications Development, Acquisition and Telecommunications, Project Management, Business Analysis, PC Support, Systems, Security and Check Reconciliation). Recruited, developed and evaluated department staff members. Created a work environment in which staff performance was recognized and rewarded. Successfully managed annual operating budget of \$6M that supported the existing technology and staffing, and new developments and upgrades for the agency. Served in HR management capacities for one year prior to promotion to Deputy Director role.

Chief of Personnel, Bureau of Motor Vehicles

1985 - 1991

Served as department head for state agency staffing 1500 centrally and regionally employees located throughout the State of Ohio's 88 counties. Solely responsible for leadership and direction to administrative; payroll; and labor relations teams. Assured department directors and chiefs were partnered with qualified subject matter experts relating to all issues encompassing all aspects of the employee life cycle.

Personnel Coordinator, Office of the Governor

1983 – 1985

Assisted the Chief of Staff; management team and agency cabinet members and/or designees in all personnel related matters. Coordinated state-wide events and retreats, scheduled and meetings.

EDUCATION

Ohio Dominican College, Columbus, OH,
L.E.A.D.S Program – Organizational Management

Mid-America Christian University, Oklahoma City, OK
Master of Arts Degree in Leadership Administration

AFFILIATIONS

Zeta Phi Beta Sorority, Inc., Gamma Zeta Zeta, Columbus Chapter
1st Vice President

National PanHellenic Council, Columbus
Corresponding Secretary

NAACP, Columbus Branch
Political Action Chair