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City of Annapolis
DaJuan Gay, Alderman Ward 6
160 Duke of Gloucester Street
Annapolis, MD 21401-2517

January 5, 2023

To: City Council Members

From: Alderman DaJuan Gay

Re: Affordable Housing and Community Equity Development Commission appointment

Pending your approval, I would like to appoint Ms. Karen Britton to the Affordable Housing and Community Equity Development Commission. Ms. Britton is a resident of Ward 1 and this appointment fills a vacancy on the commission.

Karen Britton
24 East Street
Annapolis MD 21401

A copy of her resume is attached.

Thank You.

Reviewed by: Housing and Human Welfare Committee

Favorable Unfavorable

Committee Chair

Date

KAREN BRITTON

24 East St. Annapolis, MD 21401 443-971-9241

KarenBritton01@gmail.com

Community focused professional with 20+ years of event planning, outreach, volunteerism, and engagement. Highly adaptable, and goals driven to ensure maximum community outreach to produce maximum community engagement.

Action-Oriented, Creative, Leader

- Leadership Development
- Program Development
- Client and Community Engagement
- Budgeting Grants
- Payroll
- Public Communications and Engagement
- Team Building
- Grant Writing
- Diversity and Inclusion

EXPERIENCE

LANDLORD ENGAGEMENT COORDINATOR, LIGHT HOUSE SHELTER 9/2022-PRESENT

- Manage grants that increase housing supply and housed clients.
- Created a database of all housing opportunities, organizations, landlords and property managers in Anne Arundel County.
- Engaged in social media campaigns to build on our outreach and engagement with the community by creating social awareness about our programs.
- Community Engagement through outreach, education, partnership with our sister organizations.
- Built strong community relationships with landlords and property managers.
- Worked directly with clients to connect them with appropriate housing.

LANDLORD ENGAGEMENT SPECIALIST, UNITED WAY OF FORSYTH COUNTY 4/2019-9/2022

- Community Engagement through outreach, education, partnership with our sister organizations.
- Engaged with landlords and investors to build and maintain healthy relationships, ensuring affordable housing for our community and preserved over 1000 affordable housing units.
- Managed over 800 unique volunteers, contractors and day laborers, from across the community to bring online over 70 affordable housing units with a \$25,000 budget.
- Develop and manage programming in 2 neighborhood community centers to educate and serve neighbors.
- Developed and organized landlord appreciation events, community day events, case manager appreciation days, vendor fairs and more.
- Created resource books for over 200 landlords, their residents and 7 shelters to help them more easily access community resources.
- Developed a resource navigation program to help over 200 shelter residents learn how

to access resources from IDs to housing assistance and everything in between.

- Created a detailed landlord, property manager and housing list of over 300 complexes and landlords that case managers could easily access available housing, housing criteria, and applications.

JUNE 2013 – APRIL 2019

REALTOR, LONG AND FOSTER, NOW SOLE PROPRIETOR

JUNE 2013-PRESENT

- Cultivated short- and long-term relationships with clients.
- Prepared contracts and agreements
- Created marketing campaigns and promoted sales of properties through advertisement, open houses, multiple listing services and other online advertising platforms
- Founders Club Member: Closed 50 transactions in 2018 totaling over \$11 million in sales.

MARKETING/MANAGEMENT, TRATTORIA DIVINA RESTAURANT

MAY 2012-MAY 2013

- Ordered products, staffed the restaurant, managed scheduling, and payroll.
- Coordinated and created over 20 wine dinners and restaurant events on and off property, hosting groups such as the International Wine Club.
- Created marketing materials, use of constant contact and created ads for radio and print.

JANUARY 2007 – JANUARY 2011

CONCIERGE, RBC ENTERPRISES

JANUARY 2007-JANUARY 2011

- Responsible for over 100 owner and guest reservations including but not limited to: coordinating ferry transportation, tee times, dinner reservations, spa treatments, equestrian rides as well as tours and events in other cities prior to their arrival.
- Created programs to enhance owner experiences such as kids' nights, cooking demonstrations, wine tastings, grocery delivery, activities, games and more.

ACTIVITIES AND AWARDS

United Way of Forsyth County – created a volunteer program to renovate affordable housing, connecting community members across our city. Engaged with investors to purchase and preserve affordable housing in our community. In the past 15 months, my program has created and/or preserved over 1000 affordable housing units in and around Winston Salem.

- **Speaker and Presenter** on Landlord and Community Engagement at the NC Housing Coalition Bringing It Home Conference
- **Financial Pathways of NC** Financial health first responder honorable mention recipient.
- Featured in **Best of Winston Salem** for my community work.

Boys and Girls Club Council – Salvation Army - Helped to plan an organize fundraising events for the Boys and Girls Club. Worked phone lines for donation drives, participated in bell ringing and collected gifts for kids during the holidays.

Reynolda Rotary Club – Vice Chair of the social committee, planned monthly socials, Christmas parties, and member guest events. Participated in various local community events to give back to the community and benefit struggling schools such as the Cook Literacy Model school.

Leadership Facilitator – Hugh O'Brian Youth Leadership Conference NC West

EDUCATION, LICENSES AND CERTIFICATIONS

Salem College – Seeking Degree in Non-Profit Management and Leadership Grad Spring 2023

Truist Leadership Institute Certification

Housing Quality Standards (HQS) Inspector Certified

NC Real Estate Brokers License