

Sharon Elliott

Annapolis, Maryland • 21403

PROFILE

Program manager with extensive experience in grants and cooperative agreements, policy development and guidance, program planning, management, and monitoring; budgets, project management; organizing, monitoring, and evaluation of training programs; excellent administrative skills, oral and written communication.

EXPERIENCE:

Federal Program Manager (detail assignment)

February – August 2020

Presidential Commission on Law Enforcement and the Administration of Justice

Office of Community Oriented Policing Services, Washington, DC

Federal Program Manager with responsibility to supervise work of victim services working group to study issues related to law enforcement and the administration of justice. This work resulted in a full report, including recommendations, to the Attorney General with a final report to the President.

- Coordinated with working group chair to determine structure of working group and content for group meetings and activities;
- Briefed working group members on subject matter focus as well as events and activities of the group;
- Supervised and monitored the progress of achieving working group goals and objectives;
- Identified subject matter experts and arranged for presentations to working group;
- Responsibilities included to research, collect, advise and present materials relevant to the subject matter focus of working group;
- Coordinated with contractors, staff, and working group chair to accomplish assigned tasks;
- Managed logistical planning for working group members;
- Drafted the victim services report chapter to include national recommendations based on input from the working group, Commissioners, and subject matter experts for the final report to the President.
- Provided oversight of all written products of the victim services working group; and,
- Worked cohesively with leadership and other Federal Program Managers to accomplish goal and purpose of the Commission.

Budget Analyst (detail assignment)

February – July 2018

Budget Formulation and Appropriations

Office of the Chief Financial Officer

Office of Justice Programs, Washington, DC

Selected by Department of Justice/Office on Violence of Against Women Senior Management for the DOJ Leadership Excellence and Achievement Program (LEAP), Graduate, Class of 2018.

- Collaborated with budget team to complete assignments related to the development of FY2019 and FY2020 budget request including:
 - Review and analyze budget request and justifications;
 - Review and edit budget narratives for OJP program offices;
 - Attended the Commerce, Justice, and Science Appropriations Subcommittee meeting, as well as OJP internal budget meetings.
- Shadowed OJP Staff – Chief Financial Officer, Associate Chief Financial Officer, and Deputy Director of Administration.

Program Manager

August 2009 – Current

Department of Justice (DOJ), Office on Violence Against Women (OVW), Program Manager for Services, Training, Officers, Prosecutors (STOP), and Transitional Housing Programs, Washington, DC

- Advise and oversee management of formula and discretionary grants to states and U.S. Territories on implementing program goals and ensuring compliance of core requirements of the Violence Against Women Act (VAWA);
- Award and manage multi-million-dollar grants and cooperative agreements executing the full range of programmatic and fiscal oversight;

- Provide oversight and administration of the full range of functions related to the award and administration of an assigned portfolio of complex and/or unusual discretionary domestic and U.S. Territories grant awards and cooperative agreements;
- Conduct effective post-award orientation/coordination;
- Initiate actions to correct performance issues and/or terminate awards;
- Conduct frequent compliance monitoring and programmatic site visits to states and U.S. Territories;
- Oversee funding recommendation, awarding, grant management, programmatic monitoring, audit reviews, and close-out of discretionary programs and cooperative agreements;
- Develop of RFP, budget formulation, review of state plans, and development of prevention and intervention programs that address Violence against Women and accountability;
- Oversee the review and approval grant compliance, monitoring reports, staff work products, recommendation and funding memos and methodologies;
- Oversee the development and implementation of trainings, policies, procedures and allocation plans;
- Prepare budget justifications and appropriation planning documents for submission to the Office on Violence Against Budget Division;
- Advise and develop talking points, decision memos, and other direct correspondence for departmental leadership hearings, media interviews, briefings, panels and/or conferences;
- Prepare and manage workshops, round table and forum logistics including developing agendas, project plans and production of reports;
- Represent the Office on Violence Against Women and department leadership at conferences, on advisory committees and councils, state symposiums, and other speaking engagements;
- Develop and foster partnerships and relationships with other federal agencies, non-governmental organizations by representing Office on Violence Against Women as the liaison on numerous federal agency working groups, external and internal task forces, conferences, operational strategic meetings;
- Provide guidance and consultation on interpretation and application of grants management policy and procedures to grantees;
- Present briefings and provide written justification of program to management to influence decisions as it relates to discretionary assistance agreements (grants) and cooperative agreements;
- Implement policies and direct activities to meet requirements of assigned programs and make significant contributions to policy development;
- Facilitate drafting and execution of a strategic communication to advance agency/department goals;
- Advise executive leadership, managers, supervisors and staff on organizational policy and policy proposals and strategies related to diversity and inclusion;
- Primary expert responsible for the overall compliance in the life cycle of the grant award;
- Provide recommendations on the development of program evaluation criteria and performance measurement for complex programs, projects and initiatives;
- Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services;
- Work closely with OVW and grantee institutions to assist with audit follow-up activities and to resolve compliance issues including the development and evaluation of corrective action plans;
- Actively participate in staff development and training of OVW grants management staff and assist the Associate Director in establishing and maintaining a vigorous program of education and career development;
- Provide feedback to leadership and stakeholders/grantee through appropriate reports, meetings, briefings, and information papers, both formally and informally; and,
- Provide administrative guidance, technical assistance, approval and feedback on training materials and deliverables, curricula development and design, marketing publications, client intake forms, budgets and expenditures, program design and program development.

National Association of Housing and Redevelopment Officials
Washington, DC

- Served as Project Director for Technical Assistance Grant;
- Collaborated with subject-matter experts to address specific technical assistance needs for a cross-section of communities and stakeholders;
- Monitored trainings for program compliance;
- Conducted on-going program evaluations to ensure use of best practices;
- Managed all facets of program implementation including marketing, logistical support at training sites, adjusting training needs based on observations and participant feedback; tracked training-related expenses; and,
- Served as lead on the Professional Development Marketing Sub-Committee.

Policy Analyst

2006-2007

National Association of Housing and Redevelopment Officials
Washington, DC

- Monitored and analyzed legislative and regulatory activities of federal and local housing programs;
- Informed housing policies and legislation by attending relevant Congressional hearings and conferring with a broad base of Congressional staff and committees;
- Regularly contributed articles addressing housing policy issues to the *NAHRO Monitor* reaching a nationwide audience;
- Established and maintained relationships with NAHRO members, industry leaders, and key HUD staff to facilitate an exchange of information between constituents;
- Served as staff liaison for NAHRO's Housing Committee; and,
- Presented on legislative panels at NAHRO's Annual Conference.

Consultant, Operations Manager

1999-2004

Joseph Shuldiner & Associates, Inc.
Chicago, IL

- Managed budgets; supervised staff;
- Negotiated contracts, managed accounts receivables and payables;
- Provided consulting and technical assistance to housing agencies around the country;
- Analyzed and evaluated operational, management, and administrative programs to improve organizational effectiveness;
- Reviewed, interpreted, and revised existing policies and procedures; and,
- Provided training on business and organizational development, and service implementation.

Special Assistant

1994-1999

Chicago Housing Authority
Chicago, IL

- Served as advisor and assistant to Deputy Executive Director, Office of Community Relations and Involvement, on program, operational, and management issues;
- Supervised administrative staff;
- Managed divisional operations for nine (9) departments;
- Collaborated with divisional staff to establish and monitor performance management goals and objectives; and,
- Maintained relationship with City leaders, resident leadership, and staff in order to support agency goals and objectives.

AFFILIATIONS

- Department of Justice Leadership Excellence and Achievement Program, Action Learning Coach, 2019
- Girl Scouts of Central Maryland, Mentor to Gold Award Participant, 2019
- Department of Justice Leadership Excellence and Achievement Program, Graduate, 2018
- Member, Anne Arundel County Commission on Women, 2014-2016
- Banneker-Douglass Museum, Exhibits and Collections Committee Member, 2011-2015
- DOJ Mentorship Program Participant, 2015

TRAININGS

- Financial Management Training, 2018
- Action Learning Training for Coaches, 2018
- Employee Engagement: How Effective Communication Can Build Trust and Maximize Engagement, 2018