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|  |  | Tim SavageDirector of Programming |
| ProfileTim has worked professionally in non-profits for the past twenty plus years with a variety of programs and focuses but has always been involved with the Hispanic community, including teaching ESL classes, providing bilingual case management, teaching business classes, and offering business mentoring. Parallel to his other endeavors, Tim owns and runs his own construction company.ContactPHONE:801-499-6871WEBSITE:suazocenter.orgEMAIL:Tim@suazocenter.org |  | Skills & Abilities• Languages – Q’eqchi’ (fluent) and Spanish (fluent)• Survey research and informant interviews• Technical writing• Grant writing• Excel and Power Point Proficiency• Data Base: Client Track, Apricot, and Prosperwalk• Case management• Project management• Partnership creation• Budget management• Coaching/MentoringWORK EXPERIENCE*SUAZO BUSINESS CENTER*January 2022 – PresentTitle: Director of ProgrammingDuties:* Build Collaborative relationships with staff, volunteers, and community members.
* Develop policies, processes and procedures for client intake, assessment, program indicators, service delivery, and staff training.
* Provide leadership and oversight to the program department including supervision and professional development of 12 staff and contractors.
* Report/monitor grant outputs/outcomes for program funding sources.
* Manage program department budget.
* Research and develop new program initiatives and establish project management tools with deliverables, assignments, and scope of work.
* Work strategically and collaboratively with other Suazo Business Center directors in developing and implementing agency-wide directives.

*PEACE HOUSE*April 2016 – January 2022Title: Program DirectorDuties:* Develop policies, processes and procedures for client intake, assessment, program indicators, service delivery, and staff training.
* Audit control for Utah Residential and Outpatient licensing compliance.
* Report/monitor grant outputs/outcomes for VAWA, VOCA, DHS/DCFS, SASP and other local/private funding sources.
* Provide leadership and oversight to the program department including 20 staff members.
* Manage $600,000 program budget with special attention to time & effort grant requirements, collection of supporting documents, annual audits, and program compliance.
* Research and develop new initiatives including APRN partnership (completed in 2018), Child Care (in-progress), and Transitional Housing (completed in 2019).
* Assist in project management for designing and building a 12 million dollar, 40,000 sq ft building (completed in 2019).

*SALT LAKE COMMUNITY ACTION PROGRAM*June 2014 – February 2016Title: Housing Program Manager Duties:* Develop policies, processes and procedures for client intake, assessment, and services.
* Report/monitor grant outputs and outcomes for TANF, ESG, HOME TBRA, EFSP, CSBG, CDBG, HOPWA, UW, PAHTF, and other local/private funding sources.
* Secure funding through grant writing & partnership collaboration.
* Develop program guides and provide staff training
* Provide leadership for housing department staff (21 total)
* Manage a 1.5 million program budget with over 25 unique federal and non-federal revenue sources with distinct periods of implementation and operation.
* Research best practices based on community needs assessment, national models, conference trainings, and literature reviews.
* Oversee program compliance through self-assessment and financial/programmatic audits.

Education / LicensesWEBER STATE UNIVERSITY – BSMajor: Cultural Anthropology Minor: Spanish Academic Awards: Outstanding Graduating Senior from the Behavioral Sciences (Psychology, Sociology, Anthropology and Social Work); Golden Key International Honor Society member.SOUTHERN NEW HAMPSHIRE UNIVERSITY - MSDegree: Master’s in Community Economic DevelopmentThesis: <http://academicarchive.snhu.edu/bitstream/handle/10474/2430/sced2013savage.pdf?sequence=1>DOPL Contractor’s License: A10608629-5501Business In-line General Construction (DBA): 12987529-0151wards: Outstanding Graduating Senior from the Behavioral Sciences (Psychology, Sociology, Anthropology and Social Work); Golden Key International Honor Society member.SOUTHERN NEW HAMPSHIRE UNIVERSITY - MSDegree: Master’s in Community Economic DevelopmentThesis: http://academicarchive.snhu.edu/bitstream/handle/10474/2430/sced2013savage.pdf?sequence=1 |