

February 28, 2019

Dear Heidi Burbidge,

I am a hardworking, passionate, highly organized individual who is looking for an opportunity to grow, learn and continue to have a positive impact in my community. My passion is rooted in sustainable, equitable methods of community development. Through my experience working with small nonprofit organizations, I have gained an invaluable understanding of the barriers and challenges faced by community members trying to build a life for themselves and their families. I am confident that my experiences and skills would be a positive addition to the Somerville Affordable Housing Trust Fund.

I recently joined the Somerville Homeless Coalition as the Permanent Supportive Housing Program Manager. The transition has been a wonderful opportunity to challenge myself and I am learning more with each day. In my role, I oversee 7 separately funded supportive housing programs. My responsibilities range from managing the case managers to addressing client concerns to tracking budgets.

I am looking for opportunities that will provide new challenges and will allow me to improve my understanding of affordable housing. Through my experience, I have learned that housing is arguably the greatest barrier to stability and success. This knowledge drives my passion to ensure all members of our community have access to affordable, safe housing. I am confident that with my skills and experience, I will make a positive impact as a Trustee of the Somerville Affordable Housing Trust Fund.

Thank you for your consideration!

Sincerely,
Brielle Short

BRIELLE SHORT

SKILLS & ABILITIES

Grant Writing, Geographical Information Systems, Intercultural Communication, Volunteer Management, Public Speaking

EXPERIENCE

1/19-Present

Somerville Homeless Coalition

Supportive Housing Program Manager

Responsibilities

- Oversee case managers providing support services to clients
- Develop program budgets for HUD funded permanent housing
- Submit monthly payment requests for all SHC unit rents and utilities
- Ensure all practices meet HUD and Massachusetts state guidelines
- Maintain up to date leases for all SHC units
- Oversee unit inspections and environmental reviews
- Collect and track monthly occupancy fee payments

6/17-1/19

Refugee and Immigrant Assistance Center

Community Engagement Coordinator/ Office Manager

Responsibilities

- Secure grant funding for social service and refugee programs
- Build strong relationships with community partners and foundations
- Design, implement and maintain mental health clinic data tracking system
- Oversee day to day office functions
- Hire, train and supervise ESOL staff and office interns
- Develop, implement and coordinate volunteer program
- Coordinate all donations of household goods
- Responsible for public relations, website and social media accounts

Accomplishments

- Successfully secured \$163,500.00 in grants
- Promoted Back to School drive on BNN news, [available here](#)
- Implemented RIAC's first donor database system
- Successfully managed all phases of moving the office in Fall of 2017- found new space, negotiated lease terms, packed office, managed movers

- Organized RIAC's first large community event for World Refugee Day 2018 with over 300 participants

Spring 2015

Independent Research, Mekong Delta, Vietnam

Thesis title: "The Role of Productive Uses of Electricity in Rural Development: A Case Study of Xẻo Trâm and Hòa Đức Hamlets of Hòa An village, Vietnam"

- Designed research project on the productive use of electricity in rural villages
- Developed and conducted surveys and interviews, analyzed data
- Compiled analysis and implications into a research paper, published on School for International Training (SIT) digital collections

Fall 2015

Bristol Vermont Downtown Consultant

UVM Course- Local Community Initiatives

- Completed the community update portion of the Vermont Downtown Designation renewal application for the town of Bristol, Vermont, to be submitted to the Vermont Agency of Commerce and Community Development

EDUCATION

2012-2016

University of Vermont (UVM), Burlington VT

- Bachelor of Science Community and International Development, cum laude
- Minor in Geospatial Technologies (skilled in GIS software)
- Course work included: Research methods, ecological economics, public policy, community relations, communications, GIS

Spring 2015

School for International Training (SIT), Vietnam

- Immersion study abroad program with focus on culture, social change and development
- Program highlights: Homestay, independent living, community engagement, intercultural communication
- Independent research project: The Role of Productive Uses of Electricity in Rural Development: A Case Study of Xẻo Trâm and Hòa Đức Hamlets of Hòa An village, Vietnam

OTHER

Spring 2014

Climb Retreat, UVM, invited to attend national award winning social justice retreat

Fall 2016

Vice President of Public Relations, Delta Delta Delta, UVM

2012-2016

Presidential Scholarship recipient, UVM

8 Semesters

Dean's List, UVM

1. What is the basis for your interest in serving as a Trustee on the Somerville Affordable Housing Trust?

My interest in affordable housing was sparked when my grandmother lead a workforce housing development project named Harriman Hill in Wolfeboro NH that created 48 affordable units. Her involvement in this project is what prompted me to study Community and International Development as I wanted to make positive change in my community as well. I am extremely interested in affordable housing development practices and theories and feel that serving as a Trustee on the Somerville Affordable Housing Trust would allow me to not only learn more, but contribute valuable ideas and perspectives that will positively impact my own community.

2. Which Somerville non-profit do you represent; what is its mission and who does it serve?

I have recently joined the Somerville Homeless Coalition (SHC) as the Permanent Supportive Housing Program Manager. SHC's mission is to provide homeless and near homeless individuals and families with individualized supportive services and tailored housing solutions with a goal of obtaining and maintaining affordable housing. SHC serves homeless individuals in the Somerville/Arlington area. The Supportive Housing program that I oversee requires maintaining SHC leased units, developing program budgets, communicating with landlords and managing the team of case managers that assist clients.

3. Do you have any particular knowledge of or experience with affordable housing development or programs? If so, please share your experience.

Although I have only been at SHC for a little over a month, I am quickly learning about the many affordable housing programs available in Somerville. Additionally, during my undergraduate studies at the University of Vermont, where I received a BS degree in Community and International Development, I took various courses in affordable housing development focusing on federal and local options.

4. Do you have experience with budgeting and financial management?

I am quickly gaining experience in budgeting and financial management through SHC. My role in managing our permanent housing programs requires overseeing all program budgets and submitting monthly payment requests to maintain SHC leased units. In the next month I will begin the process of budget development which will further improve my skills. Previously I have been responsible managing a \$10,000 budget in my role as Vice President of Public Relations for Tri Delta at UVM. Additionally I was the Finance Chairman for Relay for Life at UVM which introduced me to basic financial management practices.

5. Have you served on a board or committee that meets on an ongoing basis? If so, please share your thoughts on what makes for a well-functioning board. What strengths do you have that would benefit the group?

I have never served on a formal board however I have quite a bit of experience serving on various fundraising committees throughout college. In my experience, the most important aspect to ensure a well-functioning board is effective communication and follow through. Since boards generally meet on a very occasional basis, it's important that meeting time is used effectively in order to identify what needs to be done, designate who is responsible for each task and go over updates from previous meetings. When board members don't follow through on completing tasks assigned to them, it not only delays the groups overall goals but can also waste a significant amount of time during meetings.

Thank you for your consideration!