**Phyllis Cappuccio, M.S.**

292 High Street C: 860-884-9697

Mystic, CT 06355 H; 860-514-6135

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**Certifications:**

Certified Fund-Raising Executive (CFRE) 2012-2015 CT Notary Public 2015-current

American Association of Grant Writers (AGWA) 2014-Present

**Key Competencies:**

* Grant Writing and Administration • Revenue Development, Budget, and Finance
* Grant Research/Data Management •Foundation Grants and Relations
* State and Federal RFP/Grant Applications • Corporate Grant Requests

**Education:**

**St. Joseph College, West Hartford, CT 06117**

Master of Science- Management 2009

Graduate Certificate- Healthcare Systems Management 2008

**Eastern Connecticut State University, Willimantic, CT 06226**

B.S. - Human Services Administration/Business Concentration 2006

**Mitchell College, New London, CT 06320**

A.S. Business and Accounting 1975

**Professional Experience:**

**Freelance Grant Writer and Consultant Mystic, CT 06355**

 **January 2021-Present**

**Covenant Shelter of New London, Inc. 42 Jay Street, New London, CT 06320**

***Executive Director* January 2, 2016- 2021**

* Research, write and manage 25- 30 grants and contracts/proposals per Fiscal Year
* Direct all operations of Homeless Shelter serving Families and Single Males
* Manage, State and Federal contracts as well as foundation funds
* Direct budget, supervise staff and participate in policy creation to end homelessness

**Significant Accomplishments:**

Secured funding for shelter through 2021

Secured grants totaling $545,000 per year to operate shelter

Secured State contracts for FY 2017,2018,2019,2020,2021 and 2022

**Easter Seals Goodwill Industries 432 Washington Ave. North Haven, 06511**

***Director of Service Development* May 2013-July 2016 (Overlap with CS)**

* Research, write and report on grants and RFP’s for all programs within the Agency
* Research and initiate new programs, including Youth, Family Services, Prison Re-Entry
* Secure funding sources to support and sustain programs
* Direct Youth and Family Service Programs, including after-school programs.

**Significant Accomplishments:**

Secured funding for capital projects through CT State NGP Program 2013, 2014 and 2015

Secured funding for new employment start-up program ($75,000) and GED classroom program.

**The Shoreline Soup Kitchens & Pantries P. O. Box 804, Essex, CT. 06426**

***Development and Outreach Director*  June 2011-May 2013**

* Directed all fundraising and budget activities, including writing appeals, maintaining donor database, and generating agency literature for communications.
* Wrote all grants, prepared reporting, and compliance documentation.
* Executed fundraising activities and events, including relationship building.
* Present mission to public, including speaking opportunities at corporations and faith communities

**Significant Accomplishments:**

Exceeded 2011 revenue target by 20% ($110,000) and 2012 revenue target by 33%

Launched a quarterly e-newsletter which built a mailing list of over 1400 recipients

Researched and wrote over 31 grants within the first six months and was successful in 27, including an NGO grant of $50,000.

Developed portfolio of donors and solicited individual gifts in range of $2500-$10,000

**Reliance House Inc. 40 Broadway, Norwich, CT 06360**

***Professional Development Director* June 2010-Sept.2011- (Overlap SSKP)**

* Direct the Professional Development Program to maintain CARF certification
* Responsible for training and training renewal requirements of 250+ staff members
* Present workshops to staff and new hires, including orientation and diversity training
* Create and maintain budget and track staff compliance with training requirements

**Significant Accomplishments:**

Adapted a cloud-based data system giving employees self-service access and down line viewing Increased staff training compliance rising from 64% to 98.5% in one year.

Identified and co-authored one RFP response and three grant requests.

**End Hunger CT! 65 Hungerford Street, Hartford, CT 06106**

***Program Manager* October 2006-September 2010 SNAP**

* Managed the $1.2 million USDA/CT DSS Food Stamp Outreach Program/Grant
* Assured Contract compliance and reporting to the DSS
* Generated the budget, budget reporting and all data reports
* Wrote the grant outreach plan and the Proposal for the 2010-13 Contract with DSS
* Researched, wrote, and solicited foundation grants.

**Significant Accomplishments:**

Secured grant funding through the HFPG to obtain technology for a “work anywhere” office

Wrote and secured a $155,000 grant from Wal-Mart to advance the NO KID HUNGRY initiative

Wrote and secured a $92,000 Federal Grant to pilot digital SNAP applications

Created a Partnership with the AARP to advance SNAP benefits

**Other Grant clients: Working as a grant writer-consultant:**

Alliance for Living- 2012- current/ Secured contracts and grants over $1.6 million

MARC Community Resources- APT Foundation