

Janice Carter
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Qualifications

- A self-motivated, well rounded individual with strong interpersonal skills.
- Proven leadership ability.
- Experience in positions of accountability and responsibility.
- Works well under pressure and goal oriented.
- Excellent writing skills, good analytical skills, program development skills, public speaking abilities and group facilitation skills.
- Grant writing and resource development skills.
- Contract management skills.

Employment Summary

Contracts Grants Administrator – Broward County, November 2018 – Present

- Manages the full range of sourcing and contracting activities.
- Develops complex procurement/solicitation documents and independently manages and leads the entire sourcing and contracting process including vendor search, proposal evaluation, deal and contract negotiation and award.
- Holds discussions with customers, County Agency representatives and Department Senior Management concerning contract pricing and other contractual matters.
- Chairs and/or oversees the pre-bid and pre-proposal conferences. Provides direction and guidance regarding pre-bid and pre-proposal inquiries.
- Prepares contract change notices, monitors contractor performance, including the reporting and status of contractor and owner deliverables.
- Provides contract summaries and ensures contract execution in accordance with County policies.
- Ensures contractor compliance with legal requirements, specifications and government regulations.
- Prepares contract briefs and revisions summarizing contractual requirements and budgets.
- Tracks authorizations, correspondence, payments and deadlines.

Director of Community Relations and Resource Development – Early Learning Coalition of Broward County, Inc., January 2010 – July 2018

- Garnished private, public, in-kind and cross system resources to support the mission of the Coalition.

- Developed measurable community relations and resource development standards and track achievement of said standard and goals.
- Provided support to Coalition Board and Committees.
- Represented the Coalition at Community outreach events.
- Planned and implemented community meetings and focus groups.
- Planned events related to agency mission, vision and goals.
- Improved public awareness of Early Care and Education issues and programs.
- Supervised personnel and motivates to achieve peak productivity and performance.
- Team leader for agency COA accreditation.
- Maintained agency website and social media outlets

Early Care & Education Program Specialist - Early Learning Coalition of Broward County, Inc., 2005-2010

- Provided ongoing background information and research on quality service delivery in the area of early care and education and input into best practices programming and systems planning.
- Participated in contract discussions, negotiations and recommendations and develop contract specifications.
- Developed measurable contract performance standards and monitoring mechanisms.
- Aided in the processing and modifying of Coalition contracts.
- Monitored and tracked contract and subcontract compliance and performance, including data analysis therein.
- Coordinated with fiscal staff on financial information related to contracts.
- Provided technical assistance to sub-contractors towards best practices, quality assurance and quality improvement.
- Researched ECE regulations, guidelines, standards and rules.

Program Services Coordinator –Reliance Housing Foundation, Inc., 2003-2005

- Planned, developed and implemented programs and services for residents living on multi-family properties located in several Florida cities, Memphis Tennessee and the U.S. Virgin Islands.
- Developed community-based recreation programs geared to all ages and all individuals.
- Developed and administered needs survey for residents.
- Brokered service agreements with various community-based and faith-based organizations.
- Linked residents to services in their communities to improve family stability.
- Monitored and promoted programs through advertisements.
- Developed resident services budget and completed program services progress reports

Program Coordinator – GENEX Services, Inc., 2001-2002

- Directed a Welfare-to-Work Job Placement program for Non-Custodial parents and long-term welfare participants.
- Managed the day to day administrative and programmatic functions, including staff trainings, participant and volunteer recruitment.
- Responsible for managing a \$450,000 budget and generated approximately \$200,000 in performance payments.
- Hired, supervised, motivated and evaluated subordinate staff
- Ensured the job placement and development functions of more than 100 customers and 50 employers.

Program Manager – Workforce One, 1997-2001

- Managed contracts with various providers totaling more than two million dollars.
- Created performance improvement plans and provided technical assistance to service providers ensuring 100% of performance payments.
- Monitored and traced provider performance and program implementation.
- Developed policy and procedures that adhered to Welfare Reform legislation.
- Conducted research on best practices to increase performance and success of funded programs.
- Assisted with contract development, modifications and revisions.
- Facilitated committee meetings and collaborated with various community organizations to promote pregnancy prevention and teen pregnancy awareness.

Program Manager – Family Central, Inc., 1989-1997

- Managed a youth development program for teen parents with a budget of \$250,000.
- Supervised, trained, motivated and evaluated 10 staff consisting of group facilitators, counselors and administrative personnel.
- Responsible for program planning, development and contract compliance.
- Conducted case reviews with child development specialist
- Oversight of case management practices.
- Recruited and maintained an active Advisory Board.
- Presented at National Conferences on program implementation strategies.
- Initiated community-based fundraising activities for program support.

Child Protection Investigator – Florida Department of Children & Families 1987-1989

- Investigated abuse and neglect reports of children in Broward County, Florida.
- Performed analyses of domestic family problems and made recommendations for proper intervention.
- Collaborated with local law enforcement and community agencies to ensure the safety of children.
- Maintained case files and prepared court documents for adjudication and dependency hearings.
- Linked families to various community social service agencies.

Education

Florida A&M University

Masters of Applied Social Sciences/Public Administration – December 1984

Florida A&M University

Bachelor of Social Work – May 1983

Community Activities

Recreation Advisory Board – City of Lauderhill

Member – Delta Sigma Theta Sorority, Inc.

Board Member – Martin Luther King, Jr. Celebration Committee

Professional Membership

Leadership Broward Graduate – April 2000

References:

References available upon request