

City Of Lakewood

1381 Giel Avenue, Lakewood, Ohio, 44107

November 8, 2010

12650 Detroit Road, Lakewood, Ohio, 44107

Dear Clerk of Council:

Over the past five and a half years I have been directly involved with project management and supervision for a non-profit Community Development Corporation located in the City of Cleveland. I received this job while in graduate school at the Maxine Goodman Levin College of Urban Affairs. While in graduate school, I received my Masters Degree in Public Administration and a graduate Certificate in Local and Urban Management.

During this time, I have become knowledgeable in developing and complying with budgets and tracking eligibility requirements and programmatic activity for federally funded programs. I have also gained experience complying with and meeting contractual requirements for city programs.

I have been a Lakewood resident for the last four years; my wife and I rented for three years and purchased our first home on Giel Avenue in September 2009. During this time I have always been an engaged resident. His began with my work as a committee member for the City of Lakewood's housing committee to develop new strategies for housing policy as it relates to foreclosure prevention, code enforcement and historic homes.

I then joined a housing committee under Lakewood Alive. This housing team meets once a month to help formulate Lakewood Alives housing strategy moving forward. Lastly, I was appointed by Mayor Edward Fitzgerald to the City of Lakewood's Citizen Advisory Committee in 2010 and I am currently serving out year one of a two year term.

The reasons listed above teamed with my skills in multi-tasking, prioritizing and time management make me a perfect candidate for the position of Councilperson at-large with the City of Lakewood. I would like to thank you for the time you have taken to read and process my resume and I look forward to hearing your comments, thoughts and suggestions in the coming months about my future with the City of Lakewood.

Sincerely,

Donnald Heckmoser Jr.
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440-476-6207

Donnald J. Heckmoser Jr.

1381 Giel Avenue, Lakewood, Ohio 440-476-6207 donn.heck@gmail.com

SUMMARY OF QUALIFICATIONS

Results oriented Community Development Professional with a proven track record of increased levels of responsibility. Experience writing successful RFP's that expanded the agency's operating budget by upwards of \$250,000. Accumulated four years of experience in executing City of Cleveland contracts via a Community Development Corporation. Maintain excellence by being a team player and possessing skills in multi-tasking, time management and prioritizing. Ability to collaborate with many offices and organizations including city council, city departments, local civic associations, non-profits and agency memberships.

PROFESSIONAL EXPERIENCE

Old Brooklyn Community Development Corporation (OBCDC), Cleveland, Ohio

Programs Services Manager, July 2006 – current

- Experience lobbying and coordinating between agencies and departments to move forward agendas and funding opportunities to benefit a particular cause
- Administer federal programs funded by Community Development Block Grants within two neighborhoods of the City of Cleveland with a service area of over 43,000 residents
- Manage the CDBG funded Emergency Home Repair Grant, which includes hiring contractors through competitive bidding, overseeing rehabilitation work as well as closing out and paying completed jobs
- Practical experience performing energy audits including; initial inspections, closeout inspections and reimbursement requests as part of the Dominion funded Housewarming program
- Successfully received funding for and administer the City of Cleveland's Model Block Program
- Effectively received funding for the Lead Hazard Control Program bringing over \$247,000 into the agency
- Agency Coordinator for the 2008 Transportation for Livable Communities Initiative; a \$90,000 study of the Pearl Road/West 25th street corridor and now manage the public right of way agenda for the agency
- Actively involved with applying for, receiving funding for, and administering the City Works Matching Grant programs
- Knowledgeable and experienced with reading and complying with City of Cleveland contracts including providing monthly reporting for multiple city programs, understanding and providing budgets, supplying reimbursement requests, etc.
- Manager of green space initiatives
- Staff leader and Steering committee member for the 2009 OBCDC strategic planning committee
- Jointly supervise and manage volunteer and Court Community Service efforts
- Jointly develop, plan, implement and provide leadership for neighborhood events and fundraising activities such as community housing fairs and educational seminars

Old Brooklyn Neighborhood Services, Cleveland, Ohio

Neighborhood Services Coordinator, March 2006-June 2006

- Administered federal programs funded by Community Development Block Grants to Ward 16 of the City of Cleveland

Nandorf Incorporated, Cleveland, Ohio, 2005

Manager

- Managed a local store and had duties ranging from hiring, firing, payroll, employee and customer relations while managing 10-15 employees on a daily basis

EDUCATION, TRAINING & CERTIFICATION

Maxine Goodman Levin College of Urban Affairs

Cleveland State University, Cleveland, Ohio

Master of Public Administration, August, 2006

Certificate in Local and Urban Management, August, 2006

Bowling Green State University, Bowling Green, Ohio

Bachelor of Science in Political Science, Minor in History, December, 2003

Codes and Standards - OWPS - COAD

Blower Door Use - Cleveland Housing network/COAD

Pollution Safe Wx Work Practices - Cleveland Housing Network/COAD

House Diagnostics - Cleveland Housing Network/COAD

Heating Unit Inspection - Cleveland Housing Network/COAD

National Energy Audit Tool - Cleveland Housing Network/COAD

Energy Applications - Monroe Infrared Technologies

Building Analyst Professional - Building Performance Institute

Building Envelope Professional - Building Performance Institute

INTERNSHIPS/ORGANIZATIONS

Committee Member

Citizens Advisory Committee, City of Lakewood, June 2010-current

- Appointed by the Mayor of Lakewood to serve a two year term
- Approve CDBG expenditures for the City of Lakewood

Committee Member

Lakewood Community Progress Inc/Lakewood Alive, May 2008 - Current

- Charged with developing future housing strategies for this non-profit as it relates to code enforcement, community development & planning
- Current member of the housing team for Lakewood Alive

Committee Member

Lakewood Housing Committee, December 2007 - December 2008

- The goal of this committee was to develop a new strategy for improving the city's current housing policy, this policy was presented to and implemented by the city

Campaign Team Member

Ed Fitzgerald for Mayor of Lakewood, January 2007 - November 2007

- Assisted with all aspects of the campaign including but not limited to volunteer organizing, event & platform planning

Volunteer Coordinator, Fundraising Assistant

Ferris for Congress, September, 2005 - November, 2006

- Utilized internet fluency to update campaign website, as well as maintain records of all volunteers

Assistant Service Coordinator

Old Brooklyn Neighborhood Services, summer, fall & winter 2005

- Assisted with service coordination for this non-for-profit Community Development Corporation

Treasurer

American Society for Public Administrators, Cleveland State University, 2004-2006

- Managed the funds for the entire organization and headed the fundraising committee

Alumni Relations, Morale Captain,

Dance Marathon, Philanthropy, B G S U, 2000-2003

- Served as a liaison to administrators and community members through group and individual informational meetings