

# Christina M. Sibouih

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## Summary

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A visionary grants development and management professional with a proven track record of successful, collaborative program development, grant awards and compliant administration. Systematization, mutual support and communication and data-driven decision-making are the cornerstones to 10 years of progressive leadership and success.

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## Qualifications

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### Leadership

- A strong leader trained in diplomacy
- Results-oriented achiever with a track record of leading opportunities for growth, increased effectiveness and efficiency
- Strategic thinker able to translate bigger picture to practical steps

### Outreach & Training

- Skilled in visual material development in both electronic and print format
- Keen ability to distill complex information into relatable terms
- Excellent communication skills tested across a variety of audiences and environments

### Grants Administration

- First-hand knowledge in implementation of OMB Uniform Guidance
- Proven leadership in the development and implementation of systems and processes
- Experience at all levels of the grants process

### Teaching, Learning and Research

- Expertise and training in research administration
- Experience working with higher education and K-12 educational systems
- Knowledge and experience in college access, retention, non-cognitive skill development, and assessments

## Professional Experience

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*Iowa College Student Aid Commission, Des Moines, Iowa*

### **Division Administrator, Grants Administration/**

### **GEAR UP Iowa Project Director**

**Dec 2013 - Present**

- Developed, wrote and was awarded a \$22 million U.S. Department of Education GEAR UP grant, as well as three additional grants to support the launch of the College Changes Everything initiative.
- Built and implemented, from the ground up, the program structure for the realization of the GEAR UP Iowa program, including subgrant issuance and management systems, contract development and negotiation, data evaluation and management, reporting and division of responsibilities, partnership initiation and structure for 28 schools and over 40 partners across the state, development and implementation of internal and external training components, and multi-tiered workplans across the seven-year grant.
- Hired a staff of seven to support the division, including crafting job descriptions, conducting interviews and performance reviews, training plans and handling grievances.
- Initiated the formation of the Grants Administration Division, to support agency grant development and management, including building all systems, policies and procedures across four agency divisions to ensure compliance with the new OMB Uniform Guidance, and culminating in an approved agency-wide fundseeking strategy and successful State audit.

*Drake University, Des Moines, Iowa*

**Senior Grants Specialist**

**Aug 2010 - Dec 2013**

- Built and implemented a database to track faculty and staff funding interests, meetings, proposal submissions and awards across colleges, schools and departments, affording the first-ever visual data reports to display the significant contributions of grants and research to the university.
- Initiated the review of systems, processes and procedures and led the development of a policies and procedures manual for Sponsored Programs Administration, embodied in a newly constructed website to offer faculty and staff a hands-on guide through the grants process.
- Initiated an outreach and training strategy for the Sponsored Programs Administration, including print and electronic media and a regular meeting schedule with Deans and Chairs, greatly increasing campus-wide knowledge about sponsored programs and resulting in a substantial increase in requests for trainings/information and number of proposals submitted.
- Served as a representative for the department to support campus-wide and interdepartmental initiatives, bringing collaborators to the table, aligning resource needs with potential funding opportunities, and leading the writing and review of major multi-disciplinary and/or collaborative proposals.

*Iowa International Center, Des Moines, Iowa*

**Senior Program Manager: Finance, Grants & Marketing**

**May 2008 - Jul 2010**

- Implemented procedural and systems reform, resulting in over \$25,000 in annual organizational savings, while initiating greater internal oversight and controls.
- Directed two major annual educational programs to promote student leadership and dialogue.
- Planned an annual fundraiser with a doubling of profits over two years, in addition to successful grant writing for over \$75,000 in new grants.
- Developed and coordinated international issues forums with renowned speakers on issues of global relevance, involving over 1,000 students, local business representatives and the general public.
- Increased the exposure of the organization through social, printed media and website traffic, leading to an increase of at least 40% in program attendance, listserv subscribers and media exposure.

*National Democratic Institute for International Affairs, Rabat, Morocco*

**Civil Society Program Officer**

**Jan 2007 - Dec 2007**

- Managed the entire subgrant process, accounting, reporting and compliance for three local partners in a \$1 million USAID grant.
- Led and developed trainings/events for political parties and civil society organizations.
- Wrote and managed all proposals, reports, contracts and budgets for the program.
- Developed and implemented an outreach strategy and all marketing materials for the program.

*National Democratic Institute for International Affairs, Rabat, Morocco*

**Senior Program Assistant**

**Aug 2006 - Jan 2007**

- Oversaw the development and distribution of program reports, proposals and agreements for three major grants.
- Developed and implemented an evaluation structure to inform programming and reporting.
- Increased office efficiency with the development of office procedures for reporting, IT and administration.
- Directed the development of the first parliamentary and political party website in Arabic and English.
- Created and maintained first organizational program and contact database.

*Al Akhawayn University in Ifrane, Morocco*

**Teaching/Research Assistant**

**Aug 2004 - Jun 2006**

- Lectured in the areas of comparative political systems and international relations theory.
- Created and maintained counter-plagiarism database system.

## Education

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*Al Akhawayn University in Ifrane, Morocco*

**M.A. in International Studies and Diplomacy**

**2008**

*Area of Concentration: North Africa and the Middle East*

*Thesis: National Identity and Conflict in Sudan*

*Honors: Summa Cum Laude*

*School for International Training, Brattleboro, Vermont*

**Study Abroad Program**

**2002 - 2003**

*Morocco (Fall 2002): Society and Culture*

*Chile (Spring 2003): Economic Development and Globalization*

*Grand View University, Des Moines, Iowa*

**B.A. in Applied International Studies**

**2003**

*Areas of Concentration: Political Science, Foreign Languages*

*Honors: Magna Cum Laude*

## Relevant Training

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*Performance Development Solutions, Des Moines, IA*

**2014-2015**

**Performance Evaluation, Procurement, Level I Certification, From Interview to Hire,  
Fundamentals of Supervision, Grants Management**

*National Council for Community Education Partnerships, Washington, DC*

**2014**

**Grants Management**

*National Council of University Research Administrators, Washington, DC*

**Fundamentals of Sponsored Programs Administration, I & II**

**2010, 2011**

*USAID, Rabat, Morocco*

**Subrecipient Monitoring**

**Feb 2007**

## Community Involvement

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*Iowa Commission on Volunteer Service*

**Iowa Face of Volunteerism**

**Jan 2016**

*Refugee Resource Center, Des Moines, IA*

**Founder/Director**

**2014 - Present**

*Common Cause, Washington, DC*

**International Programs Consultant (Volunteer)**

**2011 - 2013**

*Iowa International Center, Des Moines, IA*

**Volunteer Interpreter/Host**

**2008 – Present**

## Proposals & Administration

### U.S. Department of Education

"GEAR UP Iowa 2.0"

### Corporation for National and Community Service

"College Changes Everything"

### Iowa Campus Compact

"College Changes Everything"

### Internal Revenue Service

"Drake University Low Income Taxpayer Clinic"

### Anonymous Donor

"Drake Transactional Law Clinic"

### United Way of Central Iowa

"Interpretation and Translation Program"

### Prairie Meadows

"Training for Interpreters and Translators"

### Greater Des Moines Community Foundation

"Iowa International Center"

### Anonymous, Private Donor

"Welcome to Iowa"

### U.S. Bureau of Educational and Cultural Affairs

"Improving the Lives of Youth with Disabilities in Tunisia through Sports"

### U.S. Agency for International Development (USAID)

"Morocco Civil Society Program"

### National Endowment for Democracy

"Morocco Political Party Development Program"

### Middle East Partnership Initiative

"Morocco Parliamentary Support Program"

## Selected Proposal Assistance

### United Way of Central Iowa

"Adult Literacy Program"

### U.S. Department of Agriculture

"Iowa Hydro-Geomorphic Model for Wetland Vegetation Function"

### National Science Foundation

"Excitation and Ionization in Atomic Collision Processes – General Theory and Accurate Numerical Calculations"

### Prairie Meadows

"Drake University Libraries Book Preservation,"

"Adult Literacy Tutor Professional Development and Student Scholarships,"

"Drake University Digital Music Lab"

"Brother to Brother"

### Iowa Department of Education

"Statistics and Probability for Teaching Secondary Students"

### Humanities Iowa

"The Comparison Project"

### Spencer Foundation

"Teachers' Problem-Posing Responses to Children's Mathematical Thinking"

### Humanities Iowa

"Draw Your Weapons: Civil War Cartoons from Harper's Weekly"

### State Farm Youth Advisory Board

"Sowing Sustainability: the Des Moines Urban Youth Learning Garden"

### Iowa Campus Compact

"Iowa Campus Compact AmeriCorps Programs and Global Service Learning"

### National Aeronautics and Space Administration

"Lipid-based Drug Delivery Systems for Smart Medical Systems"

### National Institutes of Health

"Function-Based Analysis of Psychotropic Drugs Effects on Problem Behavior in Individuals with Intellectual Disabilities"

### National Endowment for the Humanities

"Ethnic Diversification and the Changing Character of Perry"