

ANDREA R. NELSON

<div>nelsonar@iastate.edu</div> <div>515.669.9171</div> <div>127 Alpha St NW</div> <div>Bondurant, Iowa</div>	<div>EDUCATION</div> <div><div>B.S. Geology and Geophysics</div><div>University of Hawaii at Mānoa</div><div>2000</div></div> <div><div>Master in Public Administration</div><div>Drake University</div><div>2011</div></div>
<div>AREAS OF EXPERTISE</div> <div><div>Community Outreach</div><div>Grant Writing</div><div>Staff Development</div><div>Volunteer Management</div><div>Public Administration</div><div>Strategic Planning</div><div>Budgeting</div></div>	<div>EXPERIENCE</div> <div><div>EXECUTIVE DIRECTOR</div><div><div>ISU Extension and Outreach – Polk County</div><div>2013 - Present</div></div><div>Provides leadership and management consistent with organizational mission. Offers educational opportunities to citizens of Polk County while ensuring business of the Extension District is conducted according to the Iowa Code, in accordance with MOU with Iowa State University and Extension Council policies. Communicates institutional goals internally and externally through regular interfaces, and negotiates beneficial partnerships for the advancement of all members of the Polk County community.</div><div><div><div>• Leads change and transformation across all departments and align with organization resources</div><div>• Maintains positive working relationship with administrative and program staff at all levels of the organization</div><div>• Secures funding for educational programs, including writing grants, contracts, and authorizing fees for service</div><div>• Prepares and maintains annual fiscal budget in accordance with county and state regulations</div><div>• Supervises staff and provide harmonious work environment for all individuals housed in the office space</div><div>• Oversees facility and equipment, and arranges for timely repairs</div><div>• Explores, organizes and facilitates networks, coalitions and partnerships to expand program opportunities</div><div>• Strives for program participation in underserved and underrepresented audiences</div></div></div></div>
<div>VOLUNTEER EXPERIENCE</div> <div><div>Genesis Board Member</div><div>2016 - Present</div></div> <div><div>Bondurant Clover Kids Leader</div><div>2006 - Present</div></div> <div><div>Bondurant Mothers Club</div><div>2005 - 2014</div></div> <div><div>State 4-H Award Evaluator</div><div>4-H Communication Judge</div><div>4-H County Council Advisor</div><div>Special Olympics Volunteer</div><div>Adopt-A-Highway</div></div>	<div><div>OFFICE MANAGER</div><div><div>ISU Extension and Outreach – Polk County</div><div>2008 - 2012</div></div><div>Provided facility management and supported personnel functions, including payroll, performance reviews and hiring. Negotiated vendor contracts.</div></div> <div><div>COUNTY YOUTH COORDINATOR</div><div><div>ISU Extension and Outreach – Polk County</div><div>2003 - 2008</div></div><div>Managed a network of 200 adult volunteers. Coordinated youth activities. Facilitated workshops and educational programs. Committed to growing program offerings and reaching new audiences.</div></div> <div><div>4-H INTERNAL PROGRAM COORDINATOR</div><div><div>ISU Extension and Outreach – Polk County</div><div>2001 - 2003</div></div><div>Managed local databases for federal programs. Website communications. Enrolled members and volunteers.</div></div>
<div>CONNECT</div> <div><div>LinkedIn</div><div>andreanelson</div></div> <div><div>Twitter</div><div>@AndreaRNelson</div></div>	

PROFESSIONAL MEMBERSHIPS AND HONORS

Administrative Leadership Award, Epsilon Sigma Phi, Alpha Mu Chapter	2016
Celebrate Business Awards, Best Kept Secret, ISU Extension-Polk County	2016
Epsilon Sigma Phi, Alpha Mu Chapter	2011 - Present
Membership Chair, 2017	
Past-President, 2016	
President, 2015	
President-Elect, 2014	
ISU Council of Extension Professionals	2011 - Present
Pi Alpha Alpha	Inducted 2011
ISU Pride of Extension Award for Program Management	2008
ISU Vice Provost's Special Citation	2005
ISU Experience Leadership Program Certificate	2004-2005
ISU Achievement by an Organizational Team	2002

SELECTED GRANT SUPPORT

Nelson, A. (Site Director). 2016. <i>Children Youth and Families At Risk</i> , USDA-NIFA. \$49,153.	
Nelson, A. (Project Director). 2016. <i>Urban Conservation Grant: Sustainable Iowa State Fair</i> . Iowa Department of Agriculture and Land Stewardship, \$32,500.	
Taylor, R., Nelson A. (Site Director). 2016. <i>Discovery Garden Sustainability Project</i> . Prairie Meadows, \$30,000.	
Nelson, A. (Project Director). 2016. <i>Discovery Garden Renovation Project</i> . Polk County Supervisors, \$8,000.	
Nelson, A. (Project Director). 2016. <i>Progressive Coding Project for Youth Ages 5-14</i> , Bayer Crop Science, \$5,000.	
Nelson, A. (Site Director). 2015. <i>Children Youth and Families At Risk</i> , USDA-NIFA, \$48,220.	
Nelson, A. (Project Director). 2015. <i>Familias Fuertes</i> , Polk County Decategorization, Polk County Department of Human Services, \$5,724.	
Nelson, A., Beary K. (Project Director). 2015. <i>iPads for Digital Clover Project – Polk County 4-H</i> , Facebook Altoona Data Center Community Action Grants, \$2,500.	
Nelson, A. (Project Director). 2015. <i>Children's Garden at the Enabling Garden</i> , Facebook Altoona Data Center Community Action Grants, \$4,500.	
Nelson, A., Rottinghaus, N., Marchant, L. (Project Director). 2015. <i>Portable Challenge Training: Facilitating Change</i> , Polk County Decategorization, Polk County Department of Human Services, \$3,000.	
Nelson, A. (Project Director). 2015. <i>Juntos: Together for a Better Education</i> , Polk County Decategorization, Polk County Department of Human Services, \$16,000.	
Nelson, A. (Site Director). 2014. <i>Children Youth and Families At Risk</i> , USDA-NIFA, \$22,160.	
Nelson, A. (Principal Investigator). 2014. <i>Polk County Master Gardeners Greenhouse Renovation Project</i> , Prairie Meadows Community Betterment Grant, \$5,000.	
Nelson, A. (Principal Investigator). 2013. <i>Enabling Garden Improvements</i> , Polk County Supervisors Community Betterment Grant, \$2,606.	

PRESENTATIONS

Academic Poster

ISU 4U Promise: a Vehicle for Community Engagement , National Urban Extension Conference, Bloomington, MN, 2017

Panels

Making Connections in a New Workplace, New Staff Orientation, Iowa State University, 2013, 2014, 2015, 2016

ISU Extension and Outreach Post Restructuring, Extension Annual Conference, Iowa State University, 2012