

# Deborah A. Mohlenhoff

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## Summary of Qualifications

- ❖ Fifteen years of experience in higher education administration; specializing in civic engagement and leadership programs
- ❖ Well established leadership, program development, supervisory, training, advisor, and communication skills
- ❖ Demonstrated expertise in the areas of non-profit management, volunteer leadership, and organizational development
- ❖ Strong commitment to community engagement and its role in cultivating college graduates as active citizens
- ❖ Proven ability establishing rapport and sustaining collaborative partnerships with a wide array of groups

## Education

**Master of Public Administration**, Binghamton University, Binghamton, NY • August 2005 • graduated with 4.0 GPA

**Master of Arts**, Organizational Communication and Learning Design, Ithaca College, Ithaca, NY • completed 24 credits

**Bachelor of Science**, Communications, Television and Radio, Ithaca College, Ithaca, NY • December 1992

## Professional Experience

**Director of Student Activities and the Student Center**, *Tompkins Cortland Community College, 2010-present*

- ♦ *Direct a comprehensive program of co-curricular activities in the areas of leadership development, civic engagement, student success, and cross cultural competencies*
- ♦ *Manage the Student Center and oversee daily operations of the facility*
- ♦ *Supervise and advise professional and student staff who manage student events, meetings, student activities, and late-night and weekend programming*
- ♦ *Manage \$125,000 budget derived from the student activity fee; oversee the financial resources in accordance with the Faculty Student Association policies and procedures; authorize expenditures and monitor the departmental operating budget*
- ♦ *Oversee the campus room reservations process; manage and maintain the college's multi-purpose space, develop and execute campus event management policies; direct and coordinate a team of colleagues that support campus event management*
- ♦ *Serve as the advisor to the Student Government Association; oversee all programming and duties of the Student Government Association including financial allocations, elections, and appointment of the Student Trustee and Faculty Student Association representatives*
- ♦ *Oversee all student club and organizations including annual club registration process, advisor and student officer training, fundraising, risk management and club fund allocations*
- ♦ *Serve as advisor to the campus chapter of the National Society of Leadership and Success with over 350 student members*
- ♦ *Coordinate the Student Life division's participation in the Panther Passport program; provide training and facilitated workshops on various leadership development topics; promote and maintain the monthly calendar of workshops*
- ♦ *Serve as a Strengthsquest educator for the campus; certified through the Gallup organization as a Strengthsfinder facilitator*
- ♦ *Assist with student leader training; coordinate annual student leader recognition event, coordinate campus Who's Who and SUNY Chancellor Award for Student Excellence selection process*

**Director, Leadership Tompkins** *Tompkins Cortland Community College & Tompkins Chamber of Commerce 2014-present*

- ♦ *Coordinate all aspects of this collaborative community leadership development program that engages a diverse group of aspiring and existing community leaders in building networks, developing leadership skills, and raising awareness of local issues*
- ♦ *Facilitate monthly interactive training sessions on volunteer management and professional leadership skills*
- ♦ *Recruit and advise 25 class members and assist with the development of personal leadership plans*

**Common Council Member, Alderperson 5<sup>th</sup> Ward & Acting Mayor** *City of Ithaca, 2009-present*

- ♦ *Appointed and serve as Acting Mayor (perform various duties when the elected Mayor is out of town)*
- ♦ *Serve as Chair of the City Administration Committee*
- ♦ *Manage the city's \$63 million-dollar budget process for the Common Council*
- ♦ *Chair the working group on City Committee Structure*
- ♦ *Serve as a member of the City-County Law Enforcement consolidation committee*

**Assistant Director for Community Service and Leadership Development, Ithaca College, 2001-2010**

- ♦ Established and directed a comprehensive campus community service program that fostered volunteer opportunities for faculty, staff, and students; provided oversight to all college volunteer and civic engagement initiatives
- ♦ Served as a faculty resource for the development of serving learning courses; cultivated community projects appropriate for courses
- ♦ Managed partnerships, including risk and liability issues, with all community service sites
- ♦ Developed and maintained volunteer programs such as Make a Difference Day, MLK Day of Service, Community Plunge, Alternative Spring Break, the campus Food Salvage Program and the United Way Stone Soup Philanthropy Corps
- ♦ Provided leadership and support for scholars’ programs with service requirements; participate in scholars’ selection process
- ♦ Provided training for campus volunteers focusing on community reciprocity and civic engagement best practices
- ♦ Collected data and prepared reports tracking volunteer service hours and compiled qualitative assessment data; completed campus applications such as the President’s Higher Education Service Honor Roll and the Campus Compact Survey
- ♦ Wrote press releases and interfaced with campus and local media; provided data and performed interviews with the press
- ♦ Served as general liaison to off-campus human service agencies and performed community relations work for the college
- ♦ Advised the Senior Class and its Executive Board, oversaw all aspects of Senior Week, served on the Commencement committee, coordinate the Commencement Speaker selection process, supported the Senior Class Gift campaign
- ♦ Supervised 16 Student Leadership Consultants; developed and supported their role as paraprofessionals in the department

**Additional Professional Experience**

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**Interim Assistant Director, Campus Center and Activities, Ithaca College, 1998-2001**

**Assistant Director for Operations, Campus Center and Activities, Ithaca College, 1995-1998**

**Operations/Programs Assistant, Campus Center and Special Events/Conferences, Ithaca College, 1993-1995**

**Selected Professional Associations**

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**Current:**

- APCA, Association for the Promotion of Campus Activities
- ASGA, American Student Government Association
- NSLS, National Society of Leadership and Success – currently serving on the NSLS National Advisory Board
- ALP, Association of Leadership Programs

**Previous:**

**ACUI, Association of College Unions International**

- 1999-2002 Regional Director, Region 2 (New York State and Canada)
- 1999 College Bowl Moderator, National Tournament, Bentley College, Boston, MA
- 1995-2002 Region 2 Educational Sessions and Student Development Coordinator
- 1995-2002 Education Session Presenter: (presented sessions at regional and national conferences)
- 2001 National Conference Planning Team (hosted at the University of Toronto)

**ACPA, American College Personnel Association**

- 2006 Designed and presented a workshop on “The First-Year Service Experience” (national conference)

**Campus Compact**

- 2003 Attended Service Learning conference hosted by North Carolina Campus Compact
- 2003-2006 Attended various New York State Campus Compact Drive in workshops
- 2007-2008 Developed and facilitated training workshops at the Campus Compact AmeriCorps VISTA retreat
- 2008 Served on the search committee for NYCC VISTA Program Coordinator position
- 2009-2010 Served as a member of the New York State Campus Compact Advisory Council
- 2009-2010 Served as advisor to the New York State Youth Service Commission, appointed by NY Governor

**New York State Association of Chamber Executives**

- 2008 Presenter at annual conference on Young Professionals and Civic Engagement

## Other Campus Committees, Involvements, and Experience

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- ❖ **Service Learning & Volunteerism:** Partnered with GiveGab to recruit and promote local volunteerism on the Tompkins Cortland Campus, created the Service Road Trip Program for TC3 students, developed the annual CANstruction food drive and sculpture contest in partnership with the Dryden Kitchen Cupboard, led Presidential Task Force to analyze Ithaca College's community service efforts, Day of Service Committee as part of President Williams' inauguration, developed a matrix for service on college campuses, Chair of the Faculty and Staff Community Service Committee for the Office of Student Affairs and Campus Life
- ❖ **Alumni Efforts:** Serve on the Alumni Committee for the Foundation of Tompkins Cortland Community College, former president of the Ithaca College Community Alumni (an alumni group for staff and faculty that are graduates of Ithaca College), member of the Ithaca College Young Alumni task force
- ❖ **Development:** Coordinate fundraising efforts for the Power of the Penny scholarship at Tompkins Cortland Community College, Co-Chair of the Faculty-Staff Campaign Committee for the Office of Development (established an endowed scholarship through faculty and staff giving), Co-Chair of the Faculty-Staff Campaign
- ❖ **Staff Development:** served on the Student Affairs Professional Development committee at Ithaca College, facilitated brown bag luncheon series on various topics, finalist for the college's position of Staff Trustee
- ❖ **Mentoring:** coordinated a mentoring training program for the Ithaca College Office of Multicultural Affairs, attended the International Mentoring Association's annual conference
- ❖ **Orientation:** plan and coordinate Welcome Week for Tompkins Cortland Community College, facilitated the Ithaca College "Are You Ready for This?" parent program, coordinated the Information Booth and Dine Around program
- ❖ **Assessment:** Co-chair of the Campus Wide Co-Curricular Assessment committee at Tompkins Cortland Community College

## Key Community Accomplishments

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### Community Organizer for Ithaca is Love

- ❖ In response to the Orlando nightclub tragedy, developed an initiative to support the local LGBTQ+ community
- ❖ Coordinated a local fundraiser and community photo with over 600 participants
- ❖ Serve as advisory member of the Ithaca is Love Board of Directors

### Community Organizer for Wizarding Weekend (local Harry Potter festival)

- ❖ Assisted the local business community in establishing an annual festival for fans of the Harry Potter genre

### Chair, Ithaca Forward, *Tompkins County Chamber of Commerce*

- ❖ Founding member and Chair from 2007-2009
- ❖ Established the annual event "Jump on Board" as a community initiative designed to place young professionals on non-profit boards and in community leadership positions
- ❖ Launched the [40u40] awards program to recognize achievements of local young professionals
- ❖ Wrote a weekly column for The Ithaca Journal

### Local, National, and International Volunteer, *American Cancer Society*

- ❖ Chair, Ithaca Community Relay For Life; facilitated and supported the production of the National Video PSA
- ❖ Colleges Against Cancer; Advisor for the Ithaca College Chapter; instrumental in the implementation of the Cornell University and Ithaca College Relay For Life event
- ❖ National Relay For Life Advisory Council for the American Cancer Society; represented New York and New Jersey
- ❖ Eastern Division Relay For Life Executive Council; Co-Chair
- ❖ National Ambassador for the American Cancer Society's Cancer Action Network; represented New York state in Washington DC at Celebration on the Hill, perform legislative lobbying and advocacy
- ❖ International Training Team for the American Cancer Society; traveled to Penang, Malaysia to train volunteers on community leadership and volunteer management

## Other Community and Non-Profit Board Involvements

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- ❖ Human Services Coalition Board of Directors; Finance Committee, developed Diversity statement
- ❖ Tompkins County Chamber of Commerce; City of Ithaca liaison, Government Affairs Committee, former member of the Board of Directors
- ❖ Ithaca Community Fireworks committee
- ❖ Alzheimer's Association Winter Gala; Co-Chair
- ❖ United Way Allocations Team; 2008 United Way Campaign Committee
- ❖ Dollars and Sense, a career exploration program for 100 local high school students in conjunction with the ACE program (Access to College Education); developed the program and execute it on an annual basis

## Awards and Honors

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- ❖ 2003 *Leadership Tompkins* Graduate
- ❖ Named one of the **20 Outstanding Women You Should Know** by the Cayuga Radio Group
- ❖ Honored with the **40 Under 40 Outstanding Young Professional Award** by the Tompkins County Chamber of Commerce
- ❖ Honored with the **CSPA Social Justice Innovation Award** for the development of the Ithaca College MLK Day of Service
- ❖ Inducted into **Pi Alpha Alpha**, National Honor Society for Public Administrators
- ❖ Honored with the **Distinguished Alumni Award** from the Binghamton University MPA program

## Selected Workshops & Training Sessions Offered

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- ❖ **"The Three R's: Recruitment, Retention, and Recognition"** – Learn how to work with volunteers and practice tips and techniques on how to recruit quality volunteers, how to motivate, and how to reward good work.
- ❖ **"The Lone Nut"** – Learn about creative activities that generate new and different ideas for your organization. It can assist you in developing new programs, new marketing techniques, or new products.
- ❖ **"SWOT Team"** – This session will offer your organization new and different interactive approach to the SWOT analysis. Through identifying your organization's Strengths, Weaknesses, Opportunities, and Threats, you will set organizational priorities.
- ❖ **"Navigating the 7 C's: The Social Change Model of Leadership Development"** – This interactive workshop explores the theory of the Social Change Model and how it is used to develop community leaders and implement change.
- ❖ **"The Leadership Challenge"** – This session teaches Kouzes and Posner's 5 practices of exemplary leadership.
- ❖ **"Service and Leadership"** – This session teaches Greenleaf's servant leadership, Putnam's social capital, and DuPree's roving leadership theories and demonstrates how effective leadership is intricately intertwined with service.
- ❖ **"WE WANT YOU! To be a Good Citizen"** – Tips and techniques on how to participate in your community effectively.
- ❖ **"Breaking the Ice: when NOT to use a Team Builder"** – Tips on the use of effective icebreakers and teambuilders.
- ❖ **"The Alphabet Soup of Myers-Briggs"** – are you an E, a J, an S? What the heck do these letters really mean? This session breaks down the Myers-Briggs types and offers advice on how to work with all types for maximum team efficiency.
- ❖ **"Beyond the Soup Kitchen"** – This session teaches participants on how to work on the root causes and effects of social issues.
- ❖ **"Good to Great: Achieve Level 5 Leadership"** – Explore and enact the leadership theories in Jim Collins book, Good to Great.
- ❖ **"Strengths First"** – Shift your personal paradigms by tackling life, work, or school with a strengths first approach.
- ❖ **"100 Day Goal Setting"** – Kick start your way to developing an easy plan to help you meet personal goals in 100 days.
- ❖ **"Perfect Pitch"** – Learn how to develop a great elevator pitch for yourself or for your organization.
- ❖ **"Clash of the Generations"** – Learn how to navigate the 4 distinct generations that are currently in the pool as potential employees or volunteers.

## Community Consulting Work

- ❖ **Longview Senior Living Center** – Designed and facilitated a Strategic Planning Session for the Board and organization
- ❖ **City of Ithaca** – Designed and facilitated 3 Strategic Planning Retreats for City Staff and Common Council
- ❖ **Human Services Coalition** – Designed and facilitated a Strengths Based Staff Development Retreat
- ❖ **Human Services Coalition** – Designed and facilitated a Board & Staff Strategic Planning Retreat
- ❖ **Cascadilla Boat Club** - Designed and facilitated a Board SWOT analysis and Strategic Planning Retreat