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OBJECTIVE

To secure a challenging professional position that will utilize my many diversified skills to improve and strengthen a municipality/organization and to continue expanding my knowledge base while working toward effectiveness and efficiency wherever I am employed.

PROFESSIONAL WORK HISTORY

**Executive Director
July 2013 - present
Kennebec Valley Council of Governments**

Oversees operation and management of a nonprofit organization that focuses on municipal services and regional planning and economic and community development with a staff of eight. KVCOG serves 62 municipalities, 7 plantations and over 180,000 people in three counties. Responsible for management of several revolving loan funds, used for commercial lending, with funds from EDA, USDA and FAME.

**Director of Community and Economic Development
October 2012 – June 2013
Interim Director of Community & Economic Development
April 2012 – present
City of Bangor, Maine
Population 33,000+**

Department head position which includes the Divisions of Community Development, Economic Development, Code Enforcement and Planning; while continuing the duties of the Assistant Director of Community Development. Responsible for budgets and financials of all divisions, personnel and human resource duties including supervision, interviews and evaluations. Coordinator of the Business and Economic Development Committee, oversight and management of the Parking Committee and Downtown Parking. Responsible for economic development projects including negotiating, development agreements, pro forma analysis and incentives. Responsible for comprehensive strategic planning, land-use planning and department restructuring. Responsible for department policies, Council communication and presentations.

**Assistant Director of Community Development
October 2010 – April of 2012
City of Bangor, Maine
Population 33,000+**

Division head position responsible for complete management of CDBG entitlement program, including budgeting and financial aspects, using HUD's IDIS software, public hearings, creating 5-year and Annual Action Plans and all reporting requirements. Oversight of the Residential Rehabilitation Loan Program and staff. Coordinating the Greater Penobscot Continuum of Care (GPCOC) NOFA application for Penobscot County and working with all the housing and service provider agencies. Administration of the Region 3 Homeless Council and the GPCOC. Created a Task Force to end homelessness in Bangor including drafting a

strategic plan to address this issue. Lead role in creating a Neighborhood Revitalization Strategy Area. Grant writing, management and administration. This position reports directly to Director of Economic & Community Development.

Director of Economic & Community Development

March 2008 – October 2010

Town of Lisbon, Maine

Population 9077

Department-head position responsible for budgeting and finances. Business counseling including business plans, financials, available resources, processes etc. Created and developed policies and procedures for the Revolving Loan Funds including an oversight committee and new software for tracking and reporting. Grants Management including research, writing, reporting and administration. Created a quarterly e-newsletter with information from all departments, calendar of events, contact information etc. Liaison for business community with municipal government. Responsible for coordination of downtown revitalization with successful application for the Maine Downtown Network program. Position requires a great deal of knowledge in Federal and State programs and initiatives (i.e. Pine Tree Zones, Tax Increment Financing, Historic Tax Credits, DEP programs VRAP and Brownfield's, etc.) as well as business operations knowledge. This position reports directly to Town Manager.

Economic & Community Development Planner

April 2007 – March 2008

Town of Fairfield, Maine

Population 6573

Organized department from scratch including policies, procedures, databases etc. Responsible for budgeting, business attraction/retention, comprehensive planning, downtown revitalization, housing projects, grants management, revolving loan fund manager. Planned and organized community events. Partnered with regional organizations on regional economic development efforts. Liaison for the business community and municipal government. This position reported to the Town Manager and Board of Selectmen.

Executive Director

July 2005 – March 2007

River Valley Technology Center

Rumford, Maine

Responsible for operations and maintenance of one of seven State of Maine Applied Technology Center incubator facilities. Responsible for tenant recruitment and lease negotiations. Responsible for all budgeting and financials. Grant writing and administration including reporting on state and federal grants. Responsible for bid specifications and selection process. This position reported to a nonprofit Board of Directors.

Executive Director

July 2005 – March 2007

Assistant ED 2003 – June 2005 (acting ED 4 months)

Executive Secretary – 1998 - 2003

River Valley Growth Council

Rumford, Maine

Responsible for Economic Development on a regional capacity which included ten towns in Western Maine. Responsible for budgets and finance; business assistance and counseling; community liaison, grant management and administration, revolving loan fund manager, strategic planning and implementation, network administrator, personnel and human resources, supervisor of staff and volunteers, project management and coordination and marketing and advertising. This position reported to a nonprofit Board of Directors.

**Executive Assistant
River Valley Chamber of Commerce
Rumford, Maine 1998 – 2003**

Responsible for the coordination and every day operations of a ten town regional Chamber of Commerce including operations and staffing of an Information Center. Responsible for bookkeeping, payroll, taxes, budgeting, accounts payable/receivable and grant administration, events coordinator, personnel duties – hiring, interviewing, scheduling and training, communications, marketing, media, supervisory duties, facilitator, public liaison with local municipal boards, other organizations, businesses and government officials at state and federal levels. This position reported to a nonprofit Board of Directors.

PROFESSIONAL SKILLS

- Public Speaker/Facilitator/Announcer
- Strategic Planning and Implementation
- Advanced Computer Skills
- Grant writing/management/administration
- Program Administration and Management
- Excellent verbal and written communicator
- Budgeting and Financial skills

PROFESSIONAL MEMBERSHIP/COMMUNITY SERVICE

- Kennebec Valley Tourism Council - Board member
- Maine Downtown Center – Advisory Council
- Northeastern Economic Development Association
- Economic Development Council of Maine – Member since 2007
- Maine Community Development Association
- Maine Planning Association
- Maine Food Strategy Steering Committee – Leadership Team Vice Chair, ED committee chair & nominating committee chair
- Maine Downtown Center Advisory Council
- Kennebec Valley Toastmasters
- Maine Street Skowhegan – Vice President, Past President, past treasurer and ER chair
- River Valley Expo Co-Chair - 2002-2005
- River Valley Chamber of Commerce Board of Directors, Past President
- MSAD #43 Past School Board Director
- Moxie Festival Committee – Co-Chair/Coordinator

EDUCATION AND CERTIFICATIONS

- BS Public Administration – University of Maine at Augusta –May 2011 magna cum laude
- Leadership Maine – Sigma Class - 2011
- Innovation Engineering Course – 2010
- Associates Degree in Liberal Studies – May 2008 – magna cum laude
- Certified CDBG Program Administrator – July 2007
- Maine Notary Public

REFERENCES AVAILABLE UPON REQUEST