

# MARY BETH HARDING

## SUMMARY OF QUALIFICATIONS

A collaborative leader with more than ten years of experience in grant writing, strong adaptability, communication, and time management skills. I have a history of creative problem-solving and program improvement using limited resources.



### CONTACT

(606) 584 - 5083  
marybethharding@gmail.com  
Nashville, TN  
Chicago, IL



### TECHNICAL SKILLS

**Design:** Adobe InDesign, Photoshop & Illustrator, Canva

**Communications:** Experienced with all social media platforms; Square-space, and email tools (EMMA and Mailchimp). Very experienced with Zoom and similar platforms.

**Grant Writing**  
**Microsoft Office Suite**

**Google Workspace**  
**Salesforce**

**CliftonStrengths:** Intellection, Learner, Achiever, Relator, Developer



### EDUCATION

**Vanderbilt University,**  
**Nashville, TN**

*Bachelor of Arts,*  
*Anthropology, Psychology,*  
*Women and Gender Studies*  
  
2006-2010

**Center for Nonprofit**  
**Management**

*Program Management*  
*Certificate*  
2017

*Revenue Development & Fundraising*  
*Certificate*  
2022



### PROFESSIONAL EXPERIENCE

#### **Freelance Grant Writing & Consulting, 2023-present**

- Conduct thorough research to identify potential grant opportunities
- Prepare compelling grant proposals, including narratives, budgets, and supplementary materials, tailored to the requirements of funding organizations.
- Manage multiple grant applications concurrently, prioritizing deadlines and maintaining detailed records of submissions and outcomes.

#### **Nashville Adult Literacy Council**

##### *Vice President of Community Development, 2021-2023*

- Increased overall funding by 10% across three consecutive fiscal years.
- Wrote more than 50 grants in FY23 with a 50% success rate receiving more than \$500,000 from a variety of private and corporate funders.
- Develop partnerships with businesses, foundations and other community groups.
- Help identify and develop strategies to lead the agency's growth.
- Research new grant opportunities, manage a grant plan and pipeline for future applications.
- Manage grant reporting and acknowledgements.

#### **Nashville Community Education Commission**

##### *Executive Director, 2015-2021*

- Performed department strategic planning, development, budget, and operational functions.
- Tripled revenue using data analysis to enhance customer relations, project management, marketing, and operations.
- Increased government funding by almost 60% through Metro application process.
- Planned large scale annual events and smaller regular events both in-person and virtually.
- Significantly grew class offerings, locations, and community engagement (110% increase).
- Designed all communications and marketing materials.

#### **Watkins Community Education**

##### *Coordinator, 2012-2013*

##### *Director, 2013-2015*

- Planned and implemented programs including youth and adult classes, events, and outreach.
- Managed the program budget.
- Grant writing: received over \$500,000 in grants including a NEA grant for Handmade & Bound Festival, Metro Arts Commission, TN Arts Commission, and Memorial Foundation.

#### **Vanderbilt University, Sarratt Art Studios**

##### *Committee Chair/Studio Assistant, 2006-2009*

##### *Program and Communications Coordinator, 2009-2011*

##### *Events Coordinator, 2011-2012*

- Provided administrative support.
- Supervised the Sarratt Youth Art Institute.
- Introduction to Studio Instructor
- Played an integral part in program and enrollment growth..
- Coordinated communications and events.
- Assisted in budget management including university funding applications.

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## REFERENCES

### David Heustess

Assistant Director at  
Sarratt Art Studios;  
Instructor with  
Nashville Community Education  
Email:  
david.f.heustess@vanderbilt.edu  
Phone: (615) 497 - 8719

### Gillian St. Clair

Owner, Steadfast & True Yoga  
Email: steadfaststclair@gmail.com  
Phone: (615) 720 - 0963

### Audra Davis

Founder/Operator  
Audra Davis Consulting  
Email: audra.davis@me.com



## SERVICE & PERSONAL ACTIVITIES

### Registered Yoga Teacher (E-200HR, 300HR)

- Teacher of trauma-informed yoga and meditation in private, studio and community settings.
- Completed more than 700 hours of training and led more than 1,800 hours of instruction.
- Member of Jess Thompson's Wellness Includes Me Mastermind, a training and collective for leaders who wish to foster inclusion and belonging in their wellness spaces.

### Yoga Business Manager

- Help studios owners with business administration including payroll, staff training, staff management, and building maintenance.
- Coordinate communications including daily customer service and marketing through emails and social media.
- Manage programs including class schedules, special events and workshops, and trainings.
- Coordinate community outreach.
- Maintain website and online registration systems.

### Professional Memberships:

- Grant Professionals Association
- Yoga Alliance: Certified Education Provider
  - My workshops can provide continuing education credits for yoga teachers. Certification granted due to teaching experience (>1,000 hours) and education (>200 hours).



## HONORS

### Tennessee Arts Commission Design & Media Support

Grant Panelist  
2014 & 2015

### International Learning Resources Network (LERN)

Award for Excellence in Programming  
2016

### International Learning Resources Network (LERN)

Conference Panelist  
2017  
"Best Practices for Continuing Education"

### Women & Leadership in the Public Sector Forum

Conference Panelist  
2020  
"Future-proofing Your Leadership Skills"

### Dismas House of Nashville

Volunteer of the Year Award  
2021

### United Steel Workers, Institute for Career Development

Summit Speaker  
2017  
Nashville, TN and Milwaukee, WI  
"Like Bees to Honey: Effective Practices for Attracting Participants"

2018  
Philadelphia  
"Writing Effective Course Descriptions"

2022  
Nashville  
"I Can Devise Online Learning Opportunities"