

## Joan P. Garner

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### EDUCATION

*Howard University*, Washington, DC 1977  
M.A., Organizational Communication

*University of District of Columbia*, Washington, DC 1975  
B.A., English

### PROFESSIONAL EXPERIENCE

#### *HISTORIC DISTRICT DEVELOPMENT CORP*

PRESIDENT & CEO 2006-2009

- Implement and execute all policies established by the Board of Directors.
- Develop plan for the organizational functions and commensurate personnel responsibilities toward the attainment of the program goals and objectives of HDDC.
- Submit annual budget for the approval of the Board of Directors.
- Select, employ, control and discharge employees, and primary responsibility for the administration of the organization's personnel policies and procedures.
- Ensure maintenance of the physical prosperities owned by HDDC in a good state of repair and operating condition.
- Manage business affairs of HDDC to the end that funds are collected and expended to the best possible advantage, consistent with the purpose of the corporation.

*Southern Partners Fund* 1999-2006 Atlanta, GA

Executive Director

- Serve as first executive employee of new organization community based public foundation
- Establish and open organization's initial office
- Create operating procedures including comprehensive personnel policies and financial systems
- Hire, manage and mentor staff of seven full time employees plus interns and consultants
- Provide advice and counsel to Board of Directors in creation and implementation of organization's policies, programs and strategic direction
- Ensure organization's financial stability by preparing annual and project-based budgets, monitoring revenue and expenses, coordinating and implementing organization's investments and asset management strategies
- Develop organization's comprehensive strategy for raising funds including direct fundraising from individuals and foundations
- Lead efforts to establish program goals and develop organization's grantmaking program
- Serve as spokesperson and represent organization to the media, general public, funders, foundations and other organizations

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*National Network of Grantmakers*      1997-1999      San Diego, CA; Atlanta, GA  
Co-Director, January 1999-August 1999

- Managed and supervised departments and functions housed in Atlanta office, including member services, national conference, publications, funders' tours, and fundraising
- Served as Chief Executive Officer of the organization, reporting to the Board of Directors
- Developed, managed and provided leadership to organization's full range of programs including developing strategies to assist organization achieve its mission
- Served as Board liaison to carry out organization's mission, strategy and objectives
- Managed finances and developed the annual budget for approval by Board
- Oversaw development of regular and timely financial reports
- Developed resources by working collaboratively with the Board to obtain and develop revenue necessary to meet organization's approved budget and develop plans for future funding
- Managed staff and consultants in a manner to promote respect, effectiveness, equal opportunity and diversity
- Conducted outreach by acting as the primary organizational spokesperson to the media, philanthropic community, and public at large
- Developed collaborative relationships with other organizations nationally and in the field, to strengthen organization's impact

Associate Director, April 1997-December 1998

- Opened satellite office in Atlanta, Georgia
- Provided overall management of personnel functions and decisions in consultation with Executive Director
- Developed short and long term program and services plans for staff and Board committees
- Managed office, with authority to make day-to-day decisions in absence of Executive Director
- Hired and supervised department staff of two plus consultants including developing performance standards and conducting annual reviews in membership services and annual conference departments
- Served as primary staff to NNG Caucuses and Working Groups
- Coordinated fundraising activities in connection with the National Conference, Member services and supporting institutions
- Conceptualized, developed, implemented, maintained, and oversaw organization's computer, e-mail, Internet, web page and site systems
- Prepared department's budget
- Built relationships and coalitions with broad range of individuals and groups on national basis

*Fund for Southern Communities*      1990-1997      Atlanta, GA

Executive Director, September 1993-March 1997

- Provided comprehensive leadership to organization
- Provided staff, financial, and operational management on daily basis
- Planned and implemented fundraising, primarily from large foundations and individual donors
- Developed Board, staff and organizational policies

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- Implemented long-range strategic planning for organizational goals
- Represented organization in other affiliate groups such as National Network of Grantmakers, Funding Exchange, and Social Development Forum

Development Associate, July 1990-August 1993

- Devised and implemented fundraising plan with emphasis on development and growth including direct solicitation, organizations of events and mailings, coordination of donor development programs
- Created promotional materials and coordinated publicity
- Represented organization in public venues
- Conducted workshops and seminars

*Phillips College*

1988-1990 Atlanta, GA

Department Chair/Instructor/Acting Dean – Travel and Tourism Department

- Presided over academic curriculum of the department
- Planned and taught courses in travel and tourism
- Served as Acting Academic Dean for one quarter

*Tiffany Travel Services, Inc.*

1985-1988 Atlanta, GA

Management/Travel Consultant

- Managed and coordinated travel arrangements for corporate and leisure clients, including airline reservations, ground facilities and transportation

## HONORS AND AWARDS

- 2008 GEORGIA STAND UP, POLICY INSTITUTE FOR CIVIC LEADERSHIP
- 2007/2008 DIVERSITY SCHOLARSHIP PROGRAM, NATIONAL TRUST FOR HISTORIC PRESERVATION
- 2003 YWCA of Metropolitan Atlanta Salute Academy of Women Achievers
- 2000 Gill Foundation Leadership Program
- 1997 Mableton Hampton Award, National Black Lesbian and Gay Leadership Forum
- 1996-97 Leadership Atlanta
- 1992 Community Leadership Award, Human Rights Campaign Fund
- 1981 Nominee/Candidate for Outstanding Young Women in America
- 1974-75 Who's Who Among Students in American Colleges and Universities
- 1973 International Studies Aboard program, University of Dijon, Dijon, France

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#### COMMUNITY SERVICE/CIVIC ENGAGEMENT

- 2009 CITY OF ATLANTA, NEIGHBORHOOD PLANNING UNIT-M, CHAIR
- 2007 BOARD MEMBER, CARING WORKS, INC.
- 2007-2009 BOARD MEMBER, ATLANTA BELTLINE AFFORDABLE HOUSING ADVISORY BOARD
- 2006-2008 BOARD MEMBER, METROPOLITAN ATLANTA COMMUNITY DEVELOPMENT CORP.
- 2006 BOARD MEMBER, FULTON COUNTY ARTS COUNCIL
- 2004-2005 NATIONAL SELECTION COMMITTEE, LEADERSHIP FOR A CHANGING WORLD
- 2003-2006 Board members, Council on Foundations
- 2000-2005 Board member, Funders for Lesbian and Gay Issues
- 2000-2004 Board member, Historic District Development Corporation
- 1998-2004 Board member, United Way
- 1998-2000 Advisory Board member, GIFT (Grassroots Institute for Fundraising Training)
- 1997-1999 Funder Advisor, Southern Partners Fund
- 1996-1999 Advisory Board member, Neighborhood Small Grants Program, Metropolitan Atlanta Community Foundation
- 1996-2000 Trustee, Atlanta-Fulton Public Library Board
- 1996-2000 Trustee, Atlanta-Fulton Public Library Foundation Board
- 1996-98 Board member, Lambda Legal Defense and Education Fund
- 1995-97 Board member, National Network of Grantmakers
- 1995 Steering Committee for National Fund for Community Leaders
- 1994-98 Founding Board Member, Southerners on New Ground (SONG)
- 1994-96 Board member, Georgia Shares
- 1993-1999 Board member, Funding Exchange
- 1993-96 Member, Ford Dispute Settlement Board
- 1993-95 Board member, SERV(Southern Reinvestment Ventures)
- 1993 Steering Committee, Working Group on Funding Lesbian and Gay Issues, National Network of Grantmakers
- 1992-95 Member, Founding Board of Directors, Atlanta Lambda Center
- 1992-94 Appointed to Georgia Task Force on AIDS
- 1992-94 Board member, Fourth Tuesday, Inc.
- 1992-93 Appointed by Mayor Maynard Jackson to the Atlanta Olympic Citizens Advisory Committee
- 1992-94 Appointed Co-Chair of Gay and Lesbian Task Force on Public Safety for the Public Safety Committee of Atlanta City Council
- 1991 Appointed to the license Review Board for the City of Atlanta
- 1990-91 Policy and Planning Committee for the Georgia Political Action Committee (GAPAC)
- 1990-94 Appointed Senior Advisor by Mayor Maynard Jackson on Gay and

Lesbian Issues

- 1989-91 Co-Chair, African American Lesbian and Gay Alliance
- 1989-90 Police Advisory Committee of the Atlanta Chapter of the ACLU
- 1989-90 Appointed to the Transition Team for the Mayor-elect Maynard Jackson