

Jillisa Bondurant

Children's Safe Harbor, Executive Director

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Effective leadership and management of staff and volunteers for the purpose of facilitating the best outcomes for survivors of violence and all family members

Developing and implementing advocacy program initiatives to expand on program enhancements, training innovation, volunteer & staff support, as well as public relations

Refined relationship-building skills and experience working collaboratively with various agencies and opposing views

PROFESSIONAL EXPERIENCE

Executive Director

Children's Safe Harbor, Rockford, IL March 2022-Present

- Partners with the board to develop and implement policies, procedures and programs regarding the operation, management, and growth of services
- Cultivate and maintain donor, community, and court relationships
- Manage grants, funding streams, and fiscal duties
- Participate in outreach efforts
- Facilitate Staff meetings

Program Director/Interim Executive Director

Winnebago County CASA, Rockford, IL 2019-2022

Oversee the operations, administration, and implementation of program development to further our growth and mission; as well as being the spoke person for CASA

- Partners with the board to develop and implement policies, procedures and programs regarding the recruiting, screening, training, retention, and mission of the CASA Program
- Supervision of four CASA direct support staff; in addition to the Training and Retention Coordinator; Marketing Coordinator; Recruitment and Outreach Coordinator; Educational Liaison; and Administrative Assistant
- Cultivate and maintain donor, community, and court relationships
- Manage grants, funding streams, and fiscal duties
- Participate in recruitment events and outreach efforts
- Facilitate Staff meetings and lead DEI initiatives and trainings

Advocate Facilitator

Winnebago County CASA, Rockford, IL 2017-2019

Served as the office manager and maintained prior case management duties, as well as focused on program growth and development

- Support office staff
- Analyze and assign families based on case specifics and individual advocate effectiveness maintained a working knowledge of all cases and needs of our volunteers
- Promote positive working relationships with affiliated agencies and workers

HIGHLIGHTS

Leading the organization in IL CASA's quality control and compliance audit.

Initiated and developed an automated process of donor records and management

Manage and monitor large state and federal grants exceeding \$500,000

Managed the transition to paperless filing during COVID-19

EDUCATION

Bachelor of Arts: Sociology-2012

Western Illinois University, *Macomb*

Bachelor of Science: Psychology-2011

Western Illinois University, *Macomb*

COMMUNITY LEADERSHIP

Winnebago County Action Team

Rockford Chamber's Lead 360

Family Violence Coordinating Council

Maternal Child Health Steering Committee

Domestic and Community Violence Prevention Task Force

Victim Safety & Security Committee

SKILLS

Public Relations

Customer Service/Relations

Collaboration

Critical Thinking

Conflict Resolution

Public Speaking/Presentations

Advocate Training and Development

Salesforce CRM Administrator

Social media content contributor

Advocate Supervisor

Winnebago County CASA, Rockford, IL 2013–2017

Managed diverse community trained volunteers to advocate in the courtroom for abused and neglected children by building rapport and representing children through reports, visits, and clinical staff meetings

- Coordinated with child welfare specialists and attorneys to assess the best interest of the child(ren) and advised advocates as they provided support during life events and navigating the court process
- Investigated, reported, edited, and prepared written documentation to the courts regarding the status of abuse/neglect cases
- Facilitated conflict resolution between agencies, families, and advocates