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SUSAN KORES

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PROFILE

Accomplished, results-oriented professional with an outstanding background in senior administration and management positions in both the public and private sectors. A highly motivated team player, dedicated to providing exceptional client-focused services. An excellent administrator, organized, meticulous, and adaptable to a variety of functions.

PROFESSIONAL ACCOMPLISHMENTS AND EXPERIENCE

REDEVELOPMENT MANAGEMENT ASSOCIATES, LLC (2015-2017)

PROJECT MANAGER

- ◆ Responsible for providing project management services for five (5) districts in the West Palm Beach Northwood/Pleasant City CRA with a budget of approximately \$4,000,000.
- ◆ Oversee and manage redevelopment plans for each district, including redevelopment incentive programs.
- ◆ Interact with community groups, residents, property and business owners to ensure communication, inclusion and understanding of CRA priorities, programs and projects.
 - Assisted in the creation of the Pleasant City FIRST! Neighborhood Association.
 - Organized and executed a Florida State Department of Health 'Community Health Assessment' in 8 neighborhoods along the Broadway Corridor in WPB.
- ◆ Provide program management for neighborhood redevelopment, housing projects, horizontal and vertical construction projects.
 - Completed 22 exterior facade projects, 3 currently in development, in two years.
 - 3 new, single family homes to be complete by the end of January 2017; 5 additional in development
- ◆ Execute contracts, leases and RFPs for services, partnerships, vendors, individuals, etc. for all districts regarding landscaping, cleaning, security, trolleys, wayfinding signs, management, etc.
- ◆ Design, organize and execute public art projects and installations – sculptures, murals, CANVAS Outdoor Museum Show 2015 & 2016, Art Square and Plein Air.
- ◆ Prepare agenda items and present to CRA Board, Advisory Board meetings, City Commission and other economic development groups.
- ◆ Program Manager - Lot 23 Artist in Residence Program (AIR)
 - Manage two, 4 unit residential buildings housing 8-16 Lot 23 AIR program artists.
 - Redevelop, enhance and implement policies, applications, recruitment strategies, marketing and promotional materials, background checks, leases.
 - Re-negotiate contract with Center for Creative Education to provide program management services regarding artist curriculum, classroom techniques, classroom space and reporting.
 - The Lot 23 Artist in Residence Program is a 2016 Florida Redevelopment Association Statewide Award Recipient in the category of "Out of the Box".

INTERNATIONAL ENTERPRISE DEVELOPMENT, INC. (1997-2015)

PROGRAM DIRECTOR (2010-2015)

- ◆ Managed the Pompano Beach CRA Business Resource Center Facility—programs, special events and infrastructure.
- ◆ The Business Resource Center is a 2013 Florida Redevelopment Assoc. Statewide Award Recipient for Management Programs/Creative Partnerships.
- ◆ Creator of ArtHall – a marketing, business attraction and community outreach program and winner of two Florida Festivals and Events Association's 2014 SUNsational Awards.

- ◆ Direct two economic development programs: The Business Incubator and the Job Placement Center
 - Recruit and provide technical assistance to 25 client businesses.
 - Design and implement all program services including, marketing, promotion, partnerships, networking opportunities, special events, and business education workshops.
 - Collect and process fees and payments.
 - Collect and analyze economic development data.
 - Design, develop and implement recruitment strategies for job seekers and employers.
 - Organize Job Fairs and Community Resource Workshops to assist local job seekers and employers.
 - In fiscal year 2013-2014, garnered 159 jobs for individuals; 86 jobs for companies.
 - Design, develop and write all policies, guidelines, manuals, applications, marketing and promotional materials.

PROGRAM CONSULTANT (1998-2010)

- ◆ Research/write Program Design and Implementation plan for a business incubator for the City of Pompano Beach.
- ◆ Implement microenterprise development contracts for a variety of clients (e.g., Enterprise Florida, Front Porch Florida Micro Loan Program, JP Morgan, Haitian Women of Miami, Inc.)
- ◆ Train client staff in the creation and management of microenterprise programs.
- ◆ Assist in the creation of the Florida Association for MicroEnterprise, Inc. (FLAME)

PROGRAM COORDINATOR (1997-1998)

- ◆ Facilitated the implementation of a \$1 million Microenterprise Development program for the State of Florida
 - Managed 17 contracts to grantee organizations totaling \$800,000.
 - Provided technical assistance to community-based and regional organizations in establishing new microenterprise programs.
 - Provided organizational, marketing, and administrative support for the 1998 first, statewide microenterprise development conference.

W&W DESIGNS, INC. - OFFICE MANAGER (2005-2010)

- ◆ Garnered eight new clients in one season by developing a successful target marketing strategy, including the design and production of effective promotional materials.
- ◆ Concurrently administer 25-30 accounts generating revenues totaling \$1 million per year, from initial customer contact to proposal development to selection, fabrication, and installation of goods.
- ◆ Recruit, interview, train, and supervise staff.
- ◆ Process accounts payable, receivable and staff payroll.

CITY OF BOCA RATON - VOLUNTEER COORDINATOR (2002-2005)

- ◆ Recognized as part-time employee of the year after the first year of employment.
- ◆ Re-Branded the seven-year-old City volunteer program.
 - Created new promotional strategy including logo, print, web-based informational materials, recruitment and recognition events, press releases.
 - Streamlined recruitment and administrative processes and procedures.
 - Developed and conducted effective personnel training programs.
- ◆ Increased volunteer participation eight percent each year for three years and decreased volunteer turnover from ten percent to one percent in the first year.
 - Researched and recommended the efficient utilization of volunteers in projects/locations throughout the city.
 - Wrote, reviewed, and assessed volunteer job descriptions.
 - Conducted volunteer interviews and determined appropriate placement.
 - Conducted city-wide orientation workshops in volunteer management and city personnel policies for volunteers and staff with volunteer responsibilities.
 - Trained, managed, and supported a coalition of volunteer supervisors.
- ◆ Prepared and administered the volunteer program budget.
- ◆ Coordinated the reporting and evaluation processes.

VOLUNTEER BROWARD, INC. -- PROGRAM DIRECTOR (1998-1999)

- ◆ Developed and implemented an effective marketing effort to continually recruit volunteer mentors for a coalition of 30 nonprofit community agency programs.
 - Secured new community partnerships to support the coalition's mentoring programs.
- ◆ Managed the operation of mentor recruitment/referral and agency communications/relations.
- ◆ Directed program evaluations, procedures, guidelines, and policies.
- ◆ Organized education and training programs for agency staff.

HALEPTON MARKETING CORPORATION -- SALES MANAGER (1995-1998)

- ◆ Expanded the client base threefold by successfully negotiating contracts and diversifying marketing efforts to include direct mail and mail order programs.
- ◆ Managed inside and outside sales activity for four product lines.

NEW YORK STATE MENTORING PROGRAM -- REGIONAL DIRECTOR (1990-1995)

- ◆ Implemented a school-based mentoring program for Kindergarten-8th grade in New York City.
 - Negotiated financial assistance exceeding \$100,000 per year from the New York City Board of Education and corporate sources.
 - Enlisted the participation of more than 60 companies, hospitals, and governmental agencies.
 - Recruited and trained more than 800 volunteers.
 - Developed and directed training for school-based program coordinators and private-sector partners.
- ◆ Provided technical assistance and account management to all corporations and schools in program design, development, and implementation.
- ◆ Coordinated all screening, payroll, and evaluation procedures.

EDUCATION

Master of Public Administration, New York University, New York, NY, 1991

Bachelor of Science, Georgetown University, Washington, DC, 1981

Susan Kores
Resume addendum
October 2018

**MARTIN COUNTY OFFICE OF COMMUNITY DEVELOPMENT/CRA
MANAGER (March 2017 – present)**

This professional administrative position manages the County's Office of Community Development, which oversees the Martin County Community Redevelopment Agency, Art in Public Places program and the Historic Preservation program. Directs and coordinates all Office of Community Development (OCD) activities.

- ◆ Prepares and maintains annual budget and strategic work plans for the OCD.
- ◆ Serves as principal staff liaison between the County Commission and the Community Redevelopment Agency, Public Art Advisory Committee and the Historic Preservation Board.
- ◆ Reviews the Countywide and individual Community Redevelopment Plans to ensure they are relevant and reflective of community needs; oversees implementation of plans.
- ◆ Interacts and addresses the priorities of the CRA and NACs to ensure funds are allocated to those projects producing the desired return on investment and impact on the community.
- ◆ Initiates and coordinates development and redevelopment efforts to address economic growth.
- ◆ Makes presentations to the Board of County Commissioners, the Community Redevelopment Agency, Public Art Advisory Committee, Historic Preservation Board, civic groups, divisional meetings, senior management and neighborhood advisory boards.
- ◆ Provides oversight of planning studies and field surveys to provide guidance with respect to planning programs and implementation activities for the County's six (6) CRA districts.
- ◆ Facilitates, monitors, and ensures that all projects are implemented in accordance with the goals of their respective advisory boards and the Office of Community Development.
- ◆ Supervises and directs staff members assigned to the Office of Community Development.

