

Amanda Duncan, MPPM

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Skills

Program Development | Recruitment | Program Evaluation | Volunteer Management | Event Planning | Grant writing & Fundraising | Training & Development | Strategic Planning | Leadership Development | Organizational Management | Professional Coaching & Mentoring | Public Speaking & Facilitation | Marketing & Communications | Brand Awareness

Experience

RECRUITING & PARTNERSHIP COORDINATOR | PULSE | 6/2017 TO PRESENT

- Redesigned our applicant tracking system, application materials, and screening tools to identify recent college graduates to serve in our post-graduate service year experience.
- Increased the number of potential candidates accessing our application by 200% and filled 100% of our 42 positions in our first round of recruitment.
- Designed an orientation and supervisor training program for our 33 nonprofit partners to ensure a high quality experience for both our nonprofit partners and fellows.
- Increased awareness of the PULSE Fellowship opportunity to the nonprofit sector in Pittsburgh, marketing our program to over 2,500 organizations and receiving over 60 position proposals for our 34 fellows.

PROGRAM COORDINATOR | PULSE | 8/2014-5/2017

- Developed and executed a 44-week leadership development program which focused on developing professional skills in the nonprofit sector, leading others, and building just communities.
- Increased the retention of young talent moving to and working in Pittsburgh from 50% during my first program year to over 80% in my second year.
- Coached and mentored 35 recent college graduates each year to meet personal and professional goals, help them create roots in Pittsburgh, and develop their professional networks as they navigated their transition out of college.

JUMPSTART SITE MANAGER | UNIVERSITY OF PITTSBURGH OFFICE OF PITTSERVES | 7/2007-8/2014

- Led the annual recruitment effort to engage 120 University of Pittsburgh students in 300 hours of service to low-income preschool children in the Pittsburgh area. Consistently exceeded my goal of 90% recruitment and 80% retention each year.
- Collaborated with higher education partners, public schools and childcare centers, fellow non-profit organizations, and corporate sponsors to ensure the on-going success of our veteran site in Pittsburgh.
- Develop high quality outcomes through consistent assessment and quality assurance efforts throughout each school year; ensured our program met compliance standards of federal and private funders.
- Collaborated with our national office to develop a social media platform for Corps Members, integrate organizational values into the work place culture, and create a pipeline of early childhood educators into the work force.
- Organized and led large group service projects for students at the university, including Make a Difference Day and MLK Day of Service, to engage thousands of Pitt students in service to the larger Pittsburgh community.

EMERGING LEADERS FACILITATOR | UNIVERSITY OF PITTSBURGH CROSS CULTURAL AND LEADERSHIP DEVELOPMENT | 9/2008-4/2014

- Guided 20 University of Pittsburgh students each semester through a leadership course in topics such as group dynamics, valuing diversity, and conflict management to increase the students' growth and abilities in their leadership journey

- Collaborated with other student affairs staff to identify needs of students each semester and improve upon program offerings and curriculum.
- Managed 2 student leaders each semester who served as co-facilitators, helping them to hone their facilitation and peer leadership skills.

AMERICA READS COORDINATOR | UNIVERSITY OF PITTSBURGH STUDENT VOLUNTEER OUTREACH | 1/2007-7/2007

- Managed 29 University of Pittsburgh students to tutor K-3 grade children in reading skills in order to close their gap in literacy skills.
- Developed a training and resource manual for tutors to ensure high quality interactions in the classroom.
- Collaborated with schools, after-school programs, and the university to engage young people in service to the city of Pittsburgh.
- Served on the staff of the Student Volunteer Outreach to promote community service at the University of Pittsburgh.

Education

MASTERS OF PUBLIC POLICY & MANAGEMENT | UNIVERSITY OF PITTSBURGH GRADUATE SCHOOL OF PUBLIC & INTERNATIONAL AFFAIRS | APRIL 2014

- Major: Nonprofit Management
- Program Faculty Award Winner, 2014

BACHELORS OF SCIENCE | UNIVERSITY OF PITTSBURGH | DECEMBER 2006

- Major: Psychology; Italian Language & Literature
- Minor: Theatre Arts
- Study Abroad: Pitt in Florence

Community Engagement

ATHENA CIRCLE OF TRUST, ATHENA ERIE

- The Athena Circle of Trust consists of cohorts of emerging female leaders who empower each other to develop executive and leadership skills and advocate for one another as leaders in the Erie community.

YOUNG ERIE PROFESSIONALS

- Collaborating with a group of young professionals to develop a mentoring program for local college students and recent graduates with the goal of retaining young talent in the Erie area.
- Mentoring a Gannon University senior to identify her personal and professional goals and connect her with resources for success after graduation.

CITY OF PITTSBURGH'S CIVIC LEADERSHIP ACADEMY

- Participated in an 11-week course that encourages more informed, effective, and inspired community and civic leadership by giving City residents an opportunity to learn about their local government.