

Victoria Harris

• Cambridge, MA 02139 •

Professional Profile: Committed community advocate with experience in election administration, non-profit management, program evaluation, fundraising and volunteer coordination.

- Proven skills in developing strategic initiatives in a variety of organizations.
- Effective communicator with experience working with diverse constituencies.
- Persuasive writer with a portfolio of community-based participatory research.

PROFESSIONAL EXPERIENCE

Cambridge Election Commission

Cambridge, MA

Commissioner

(2018 – 2022)

As member of Commission, administer elections and work with staff on managing annual City census and School Committee campaign finance reporting. Responsible for enforcing Ethics Ordinance. Work with Commission members to oversee drawing of new ward and precinct maps at completion of Federal Census (Fall 2021).

- Recruit, hire, train, and supervise election workers to staff 8 precinct locations in Cambridge and 1 early voting site; recruit additional temporary staff to assist with clerical work.
- Develop policies to best serve voters in providing accessible and efficient ways to cast ballots.
- Work with precinct staff to improve voting process; initiated annual review meeting with supervisory staff.
- Partner with local organizations and groups to encourage voter registration.
- Collaborate with City staff in preparing and disseminating information to public.

Community Learning Center (CLC)

Cambridge, MA

Evaluation Consultant-Program of Entry Initiative

(2011 - 2012)

Led research for a grant-based initiative to integrate a college awareness and career preparation curriculum into mid-level ESOL and pre-GED courses.

- Recruited study cohort from CLC student population and conducted face-to-face pre and post interviews.
- Served as site manager for initiative project, regularly briefing faculty and staff on the project's progress.
- Wrote detailed report for national evaluator reviewing pre-program research, project activities, and assessing post-program employment or enrollment in college or vocational training.

Office of Cambridge City Councilor Sam Seidel

Cambridge, MA

Legislative Aide

(2009 – 2011)

Served as the Councilor's liaison to City's administration and departments and district residents, business leaders and non-profit communities.

- Managed the Councilor's key political and constituent relationships and identified new opportunities for community collaboration.
- Composed and edited the Councilor's correspondence, policy orders, resolutions and reports.
- Represented Councilor at a wide-range of public events and community activities.
- Served as lead Council aide for the January 2010 Cambridge Climate Emergency Congress, a day-long conference where more than 150 community leaders gathered to address potential climate challenges facing the city.

Institute for Community Health (ICH)

Cambridge, MA

Research Associate

(2003 – 2007)

Managed community-based public health initiatives focused on evaluating early literacy, teen health, and pediatric mental health programs.

- Constructed and implemented process and outcome evaluation plans, logic models, outcome measurements and data collection tools.
- Provided technical assistance to program staff with building and maintenance of databases.
- Supervised writing of grants, literature reviews and formulation of research questions.
- Wrote reports and recommendations, disseminated information to community stakeholders.
- Supervised student interns, developed and identified appropriate projects.

Outpatient Addictions Services, Cambridge Health Alliance Somerville, MA
Clinical Social Work Intern (1998 – 1999)

Provided clients and their families evaluation, counseling and relapse prevention services.

- Conducted initial assessment of walk-in clients.
- Developed treatment plans and advocated for patients with insurance companies.
- Assisted clients with transition from the agency's structured outpatient program to local clinical services.

Boston Area Rape Crisis Center Cambridge, MA
Clinical Social Work Intern (1996-1997)

Worked in a variety of clinical and advocate capacities supporting rape survivors, their partners and families.

- Provided short and long-term counseling to rape survivors, advocated for them in health care systems and provided support in judicial proceedings.
- Collaborated with the Center's director of counseling services to create a support group for significant others of rape survivors.

Morgan Memorial Goodwill Industries Boston, MA

Acting Director of Development
Associate Director of Development (1993 – 1996)

Directed agency's fundraising department, responsible for generating \$2.5-million-dollar annual goal.

- Served as the President's senior gifts officer, identifying and cultivating major donors for solicitation
- Led the conversion and appending process of 94,000-member database in preparation for centennial fundraising campaign.
- Worked with board members on business partnership campaigns.
- Supervised department team and created protocols for donor stewardship.

COMMUNITY LEADERSHIP

Cambridge Community Center Cambridge, MA
Board of Directors (2012 – present)

Vice Chair of governing body charged with overseeing a 93-year-old multi-service organization that provides social, cultural, educational and recreational programs for toddlers through senior citizens living in the Cambridge Riverside community.

- Chair governance committee, overseeing process to document board descriptions and policies, recruit new members.
- Served on the fundraising committee, working with the organization's development team to develop a comprehensive plan to identify multiple sources of revenue and build relationships with major donors, businesses and foundations.
- Created goals and metrics for Center's out-of-school time programs.
- Supported search for a new Executive Director, revising job description, screening and interviewing candidates, and recommending candidates to the Board at large.

Friends of Cambridge Rindge and Latin School (FOCRLS) Cambridge, MA
Board of Directors (2012 – 2016)

Member, Advisory Board (2016 – present)

Member of the governing body charged with overseeing the organization's efforts to provide equal opportunities for success and scholarships for the diverse student body of Cambridge's only public high school.

- Developed a strategy to enhance the organization's fundraising by creating partnerships with businesses and civic organizations.
- Created advisory council to provide board with additional professional expertise, strengthen relationships with high school's core constituencies and promote FOCRLS visibility.
- Served on Search and Hiring Committees, supporting the transition from all-volunteer organization to professionally staffed operation.

POLITICAL AND CIVIC ACTIVITIES

Member, Ward 6 Cambridge Democratic City Committee	(2008 – present)
Vice-Chair, Cambridge Democratic City Committee	(2015 – 2018)
Treasurer, Kathleen Kelly for Cambridge School Committee Campaign	(2012 – 2018)
Member, Women’s Pay Equity Advisory Committee (Mayor Simmons)	(2016 – 2017)
Treasurer, Sam Seidel for Cambridge City Council Campaign	(2007 – 2009)
Treasurer, John Pitkin for Cambridge, City Council Campaign	(1993, 2001)
Member, Cambridge Hospital Community Advisory Committee	(1993 – 1997)

EDUCATION

Boston University School of Public Health Master of Public Health (MPH)	Boston, MA
Boston University School of Social Work Master of Social Work (MSW)	Boston, MA
Hamilton College Bachelor of Arts (AB)	Clinton, NY