

L. Christine Montague-Hicks

Profile

Friendly and engaging team player and leader able to inspire staff to perform their best. More than 10 years of senior leadership and management experience with non-profit organizations focusing on homelessness, mental health and substance abuse prevention. I have worked with a variety of people of different ages, socioeconomic backgrounds and cultural diversities. I am organized, detail oriented, dedicated, self-motivated and flexible.

Experience

STATE MENTAL HEALTH AGENCY COORDINATOR PROJECT HI AWARE2 | HAWAII DEPARTMENT OF EDUCATION | DECEMBER 2023 - PRESENT

- Support the program planning, evaluation, research, reporting and resource development to meet requirements for the Project HI AWARE2 grant and related program initiatives.
- Build collaborative partnerships that includes the State Education Agency, SMSA, community-based providers of behavioral health care services, school personnel, community organizations, families and school age youth.
- Implement mental health related promotion, awareness, prevention, intervention and resiliency activities to ensure students have access and are connected to appropriate and effective behavioral health services.

EXECUTIVE DIRECTOR | BEREAN COMMUNITY CENTER, INC. | FEBRUARY 2020 - SEPTEMBER 2022

- Improved visibility of the Center within the community resulting in expanded partnerships and increased participation in the Center's programs and events.
- Secured funding to support programs through grant opportunities and grew individual donors by 50%.
- Designed and implemented three new programs to support academic success and holistic wellness.
- Led board development including producing a three year strategic plan, fund development plan, and organization and programmatic policies and procedures.

DIRECTOR OF STRATEGIC INITIATIVES | RALEIGH RESCUE MISSION, INC. | SEPTEMBER 2017 - NOVEMBER 2019

- Built strong cross-functional relationships with internal departments to support programs strategies and led special projects such as designing and implementation of SPERO information management system.
- Networked with external partners. Represented the organization externally with partners and in coalitions resulting in the development of multiple referral partners to meet client needs (i.e. medical, mental health, housing, education).
- Secured funding opportunities through grant writing, donor contact and other funding and development efforts. Utilized Salesforce to track and monitor efforts.
- Trained over 50 staff members on "Becoming a Totally Responsible Person" and the use of the SPERO data management system.

DIRECTOR OF PROGRAMS | RALEIGH RESCUE MISSION, INC. | JUNE 2015 - SEPTEMBER 2017

- Member of the executive leadership team. Responsible for the implementation, management, supervision and evaluation of the organization’s recovery programs.
- Recruited, hired, coached, trained and supervised nine program managers.
- Established program outcomes and conducted ongoing evaluation of the effectiveness of programs and services. 80% of individual completing program were successful in obtaining housing.
- Provided written monthly, quarterly and annual reporting of program outcomes and statistics.

CHURCH ADMINISTRATIVE ASSISTANT | MARTIN STREET BAPTIST CHURCH | JUNE 2014 - MAY 2015

- Coordinated and supervised activities of the church office. Prepared documents, minutes, reports and programs.
- Financial oversight included maintaining accurate financial data for church membership. Prepared payroll. Maintained accounts payable ledger. Receipted and processed monetary transactions including incoming and outgoing requisitions and disbursements.
- Provided supervision to administrative support staff.

PROGRAM DIRECTOR | SOUTHWEST BEHAVIORAL HEALTH SERVICES, INC. | SEPTEMBER 2003 - AUGUST 2012

- Program management for behavioral health treatment programs and school and community based prevention programs. Received exemplary program status through CARF accreditation.
- Recruited, hired, coached, trained and supervised 25 program staff providing clinical supervision, professional development, technical assistance, training for the implementation of school and community based programs.
- Established a community coalition with diverse partners including community organizations and community members focused on reducing underage drinking. Facilitated community development activities and strategic planning to support the coalition.
- Secured funding to support programs through grant opportunities. In accordance with funding source requirements, monitored service contracts for compliance and quality assurance and prepared service contract reports.

Education

MASTER OF EDUCATION IN COUNSELING PSYCHOLOGY | HOWARD UNIVERSITY, WASHINGTON, D.C.

BACHELOR OF ARTS IN PSYCHOLOGY | INDIANA UNIVERSITY, BLOOMINGTON, INDIANA

Skills & Abilities

- | | |
|---|--|
| • Leadership | • Program management |
| • Facilitation & Training | • Supervision |
| • Grant Writing | • Budgeting & Fiscal management |
| • Proficient with Microsoft office applications | • Excellent interpersonal and communication skills |