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Principal and President, Progress Strategies+

2011 to Present

Principal and President of *Progress Strategies+, LLC*, a project management firm that creates, manages and completes projects for corporate, business and organization clients. As project group area leader, responsible for management of operations and co-leaders within the four *Progress Strategies+* social responsibility project areas of Diversity and Inclusion, Corporate Social Responsibility, Public Policy and Advocacy and Grant Writing/Grant Management. Examples of successful client project management includes:

-Project Management: Experience in project management and continuous learning of Project Management for Professionals in the 10 Project Management Book of Knowledge areas have managed public initiatives in Washington, D.C., and personnel, project and grant management for nationally recognized client Seeds of Promise (Michigan) and Introductory Project Management Training for the Michigan Society of Association Executives.

-Diversity and Inclusion: Non-profit clients such as Local First West Michigan, companies such as Irwin Seating Company and Little Caesars and organizations such as Michigan Works! Muskegon-Oceana have been served by *Progress Strategies+* in cultural competency, inclusion and equity training, group facilitation of inclusion strategies, creation of diversity committees, and development of equity workforce policies that have led to increased organizational inclusion, and employee diversity participation.

-Corporate Social Responsibility: Created the Fifth Third Bank Seeds Entrepreneurial Education and Development Series for successful financing of fund awards to minority entrepreneurs. Management of the West Michigan Sustainable Business Forum's Equitable Sustainability Project includes the development of the organization's first-time social equity policies.

-Public Policy Advocacy: Retained by the Micah Center to successfully equip 19 grass-roots leaders to engage elected officials through the Micah Center advocacy groups on issues such as worker's rights. Also retained by the Early Learning Neighborhood Collaborative in equipping parents and coaches to engage in grassroots public policy advocacy and successful coordination of the 1st ELNC Legislative Day in Lansing.

W.K. Kellogg Foundation Fellow, Inaugural Class of the Community Leadership Network

2013 to 2016:

One of 124 nationwide fellows chosen to enhance leadership skills and create lasting solutions to improve the lives of at-risk children and families via classes, workshops, online engagement and learning exchanges.

-Project leader responsible for the creation, management and coordination of fellow partnerships to complete self-directed WKKF fellow project "*Social Investments and Capital for Excluded Communities CDFI Loan Fund*" to deploy capital to excluded entrepreneurs requiring alternative lending because of social and racial conditions. Project has led to the creation of Rende Progress Capital, a Michigan Community Development Financial Institution.

Director, The Imagine Fund

2010 to 2011:

-Managed all fund development efforts of the organization, utilizing relationship cultivation strategies with corporations, foundations, organizations and individuals to seek new and renewed financial support for The Imagine Fund diversity scholarships and operational support.

-Engaged in grant writing and proposal development for scholarship and operational funding to ensure consistent and timely progress in fundraising from public and private sources to successfully continue The Imagine Fund's second year of granting scholarships to underrepresented and diverse college students.

-Coordinated, managed and engaged in regular travel around the state for purposes of networking and cultivation of donors; Successfully worked with Detroit-area donors to establish The Imagine Fund as administrator of choice for first memorial scholarship fund.

-Managed day-to-day operations of The Imagine Fund and the organization's fiduciary role for the Michigan College Access Network.

-Developed and coordinated the external affairs and public relations efforts on behalf of The Imagine Fund with media, organizations, individuals and state elected officials.

Advancement Officer for Diversity and Inclusion, Hope College

2004 to 2010:

- Self-created position that managed divisional staff goals and personal cultivation/solicitation efforts of diversity priorities in the institution's endowment campaign.
- Cultivated and secured individual donor, corporate and foundation major gifts and established philanthropic partnerships including scholarships and co-curricular programs ranging from successful endowed investments from \$50,000 to \$250,000.
- Initiated biannual diversity journal, *Outreach*, and served as editor-in-chief of the journal to effectively communicate the Hope's diversity accomplishments and priorities to those with similar values.

Regional Advancement Director, Office of College Advancement, Hope College

2004 to 2010:

- Successfully secured several \$50,000 to \$100,000-plus gifts for the establishment of endowed scholarships and other initiatives with a variety of donors. Gathered contributions for existing scholarships, particularly in areas of diversity.
- Managed the direct solicitation of major gifts for the baseball and softball stadium capital projects, a \$1.3 million initiative.
- Successfully applied marketing and communication strategies in designing the first ever brochure on the endowment and project summaries, effectively marketing projects and giving opportunities to donors.

Special Assistant and Public Affairs Advisor, Corporate Diversity Counseling

Group of Holland & Knight, LLP: 2003:

- Directed the marketing, press activities and public relations efforts for the Corporate Diversity Counseling Group (CDCG).
- Managed the government relations outreach with the Senior Partner of the CDCG.
- Self-managed cultivation and relationship building efforts with elected officials of the D.C. Council and United States Congress.

Executive Office of the Mayor, Anthony A. Williams, the District of Columbia
1999 to 2002:

Deputy Director, Office of Community Outreach, Executive Office of the Mayor

-At request of the mayor, managed day-to-day operations of public relations/community liaison staff and developed Mayor's External Relations Plan of nearly 100 public events and initiatives.

-For third consecutive year directed the planning and implementation of the Mayor's "citizen budget briefings," as well as coordinating talking points for cabinet officials and senior staff during meetings with community groups.

-Successfully managed the staff planning and promotion of the Mayor's annual Citizen Summit, promotion of the annual State of the District Address, outreach for the Mayor's Health Care initiative, and public relations efforts for citizen meetings on Emergency Preparedness.

-During time as Deputy Director simultaneously served as interim Special Assistant to the Mayor, conducting advance, staffing, mayoral correspondence and project follow-through directly for the Mayor. At the same time serving as Deputy Director, served as Interim Director and Special Assistant for Congressional, Federal and Local Affairs.

Special Assistant to the Mayor for Congressional, Federal and Local Affairs

-Served as liaison for the Mayor to Members of Congress and Congressional Staff through attendance of congressional hearings and monitoring legislation.

-Assisted Mayor Williams and agency officials in efforts to effectively represent the interests of the city through briefings; preparing city officials on issues before the Subcommittee of the District of Columbia in the U.S. House of Representatives.

-Coordinated agency data and information from District public safety agencies for budget request to Congress for federal repayment of costs associated with the city's preparation of IMF/World Bank protests.

Executive Office of the Mayor Continued:

Special Assistant to the Mayor for External Affairs

-Created and coordinated the Mayor's monthly radio address to promote the Mayor's priorities and enhance relationships with the citizens, business leaders and community organizations.

-Created and coordinated the Mayor's monthly citizen policy "coffee," to promote specific mayoral initiatives and enhance relationships with the community attendees (individuals and organizations).

Communications Director/Press Secretary/Legislative Assistant/Interim Chief of Staff, Office of Congresswoman Eddie Bernice Johnson, 30th Congressional District of Texas

Washington, DC 1996 to 1999:

-As Communications Director/Press Secretary, served as principal spokesperson/speechwriter, produced quarterly district-wide and special constituency/issue targeted newsletters as well as production of bimonthly cable shows, weekly radio report shows and webpage.

-As Legislative Assistant, monitored legislation and bills on budget and tax issues, in addition to drafting amendment (H.Amdt.47) to the Adoption Promotion Act of 1997, and developed amendment to H.R. 1119 to Defense Department funding bill.

-During time as interim Chief of Staff directed day-to-day staff duties and operations of the Washington staff

Staff Assistant/Legislative Correspondent, Office of Congressman Peter Hoekstra, 2nd Congressional District of Michigan

Washington, DC, 1995 to 1996

Education:

B.A., Political Science/Psychology; Hope College, Holland, Michigan

Executive Certifications:

Project Management/Project Management for Professionals, School of Professional Studies; Northwestern University; Advanced Intercultural Management, Mendoza College of Business, University of Notre Dame; Certificate in Community Development Finance, University of New Hampshire/Opportunity Finance Network