

CYNTHIA HERRIOTT

EXPERIENCED NONPROFIT EXECUTIVE

Progressive and innovative leader of policy development, criminal justice management, labor-management issues, technical assistance, continuing education, grant-funded program management, research and administrative functions. Successful in strengthening organizations with complex arrays of programs and stakeholders. Strong track record of community involvement, quickly grasping the big picture, identifying organizational needs, resolving operational and/or people conflicts, and inspiring achievement.

M.S. degree and experience directing a national non-profit. Effective in communicating ideas and concepts using a clear, compelling writing and presentation style.

Competencies Overview:

Vision & Strategic Planning ... Organizational Assessment & Improvement ... Public & Internal Policy Analysis
Operational Policy/Procedure Development & Administration ... Financial/Budgetary/Grant Management
Program Development... Evaluation & Management ... Partnership & Coalition Building ... Project
Management ... Mediation/Arbitration ... Staff Hiring & Training ... Employee Training & Development ...
Public Speaking... Community Organizing ... Community Problem-solving

CAREER PROGRESSION

RISE UP ROCHESTER - CHIEF EXECUTIVE OFFICER

2014 - Current

Board Administration and Support

Support operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting the Rise up Rochester Board's evaluation of the chief executive

Program, Product and Service Delivery

Oversee and design the marketing, promotion, delivery and quality of programs, products and services

Financial Management

Recommend a yearly budget for Board approval and manage the organization's resources within those budget guidelines.

Human Resource Management

Manage the human resources of the organization, following established personnel policies and procedures.

Community and Public Relations

Assures that the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders

Fundraising

Fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing fundraising strategies

CHS PROJECT MANAGEMENT - MANAGEMENT CONSULTANT

2012

Provided management services to government agencies, non-profits, educational institutions and businesses. Conducted need assessments and prepared recommendations and action plans.

Highlights & results

- H.O.P.E. Enterprise - Implemented a program in partnership with a local nonprofit that builds the self-esteem of domestic violence victims. Efforts supported by the New York State Domestic Violence Consortium, and Congresswoman Louise Slaughter.

- Ban the Box Initiative – Part of a committee that lead a grass roots campaign to successfully pass an initiative unanimously to change the job application process.
- Currently assisting a nonprofit with the establishment of a technical assistance unit.
- Conducted an internal review of a court’s reentry program.
- On behalf of the Department of Justice, evaluated hundreds of programs for eligibility for government funding as a peer reviewer.
- Advisor to an academy of police command officers from 7 different countries for an international law enforcement training project in Botswana, Africa.

Community Oriented Correctional Health Services – Bethesda, MD

2012 – 2014

MANAGEMENT CONSULTANT

- Worked with state and local governments to assess staff duties; evaluated state policy to facilitate the effective management of criminal justice-involved populations throughout the state.

National Drug Court Institute (NDCI) - Alexandria, VA

2010 – 2012

DEPUTY DIRECTOR

- Brought on board to bring structure and professional management to this non-profit source for comprehensive training and cutting-edge technical assistance. Placed a strong focus on operational efficiency, management controls, human resource functions, communication, and coordination, program budgeting and fiscal management.
- Controlled \$6M+ in annual budgets; Directed 13 staff members and 200+ consultants; Developed and implemented strategies and activities to incorporate and increase Law Enforcement’s role in Drug Courts. Managed updates and enhancements to organization’s training curriculum and trained all new staff.
- Identified strategic partners and managed partner contracts. Developed relationships with policy makers throughout the political and criminal justice field across the U.S. and internationally. Ensured compliance with federal requirements. Partnered with Public Policy Division on advocacy efforts, and worked with Marketing to develop advocacy materials.
 - Additional budget increase of 10% received from federal government.
 - Attendance at NDCI’s 2011 training conference rose 30% – the highest in the organization's history.
 - Law enforcement registration at the last NDCI 2011 training grew 50%.
 - A training received highest ever score for training quality (6.92 out of 7) from participants.
- **Internal Controls & Administrative Management:** Identified and eliminated redundancies in trainings, publications and services, and established a synthesized approach to utilizing NDCI’s resources.
- **Education Programs:** Created the concept for the industry’s first Drug Court Law Enforcement training curriculum to facilitate law enforcement participation, which assists law enforcement in understanding the complex role drug addiction plays in policing strategies and how an effective strategy impacts recidivism.
- **Employee Development:** Formed a professional development committee and implemented a career path policy and employee recognition program with the goal of improving employee morale and the quality of service.

Rochester New York Police Department - Rochester, NY

1985 - 2009

EXECUTIVE LIEUTENANT - CRITICAL INCIDENT INVESTIGATIONS, FEDERAL GRANT PROGRAM MANAGER

Advanced through progressively responsible roles, including assignment as a special assistant within the Office of the Chief of Police, for a police department serving over 210,000 residents; Managed law enforcement and civilian personnel; Set and evaluated policies and procedures; Managed grant programs, i.e. Clergy on Patrol.

- Neighborhood Empowerment Team Lieutenant – Responsible for community organizing and quality of life problem solving strategies. (Rochestarians Against Illegal Narcotics [RAIN], Police and Citizens Together Against Crime [PAC-TAC])
- Developed the Police Command Mentorship Program with the goal of curtailing personnel complaints, civil suits, and result in cost savings - while improving the organization's stature in the community.
- Built stakeholder support for mandatory arrest policies in domestic violence cases, while decreasing the liability of law enforcement agencies, as well as government municipalities.
- Developed recommendations for law enforcement administration that resulted in a more diverse internal instructor roster for in-service training - from 1% to 33% - with the goal of improving staff morale and employee retention.

EDUCATION & PROFESSIONAL DEVELOPMENT**Master of Science, Criminal Justice**

Keuka College, Keuka, NY

Bachelor of Science, Organizational Management

Roberts Wesleyan College, Rochester, NY

Labor/Arbitration and Contract Negotiation Certificate, Cornell University

Instructor Certification, New York State Bureau of Municipal Police

Paralegal Degree, National Academy of Paralegals

Commission on Accreditation for Law Enforcement Agency Standards – CALEA Assessor School

Leadership America Graduate

Coursera, Health Information Technology Course

INVOLVEMENTS

Society for Human Resource Management

Project Management Institute

International Association of the Chiefs of Police, Diversity Committee

National Organization of Black Law Enforcement Executives, Training Committee, 2010-2011 Board of

Directors, Chair of Audit and Review

National Center on Women and Policing

National Sheriffs Association, Congressional Affairs Committee, Drug Enforcement Committee

National Native American Law Enforcement Officers Association, Conference Committee

Department of Homeland Security's State and Local Law Enforcement Training Advisory Committee

Rochester Women's Network – 2010 President Elect

Women's Foundation of Genesee Valley
Family Services of Rochester
Center for Youth
Grass Roots Community Organizing Fellow
Judicial Process Commission
United Way - Board of Directors, Kids on Track Investments Chair
American Association of University Women - Public Policy Director
Baden Street Settlement Board Member
Unite Rochester Justice - Chair of Engagement
Anthony Jordan Health Center - Director, Compliance Committee
YWCA Board of Directors