

# Janis Foster Richardson

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## PROFESSIONAL EXPERIENCE

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### Foster Richardson Associates

*Principal Consultant & Coach, May 1999 - Present*

- Provide consulting services to foundations, networks and coalitions, non-profit organizations, community-based organizations, and individual donors, and personal life coaching to individuals.
- Special expertise includes design and optimization of grassroots grantmaking approaches, design of systems and strategies to maximize organizational effectiveness, community impact, and authentic community engagement, meeting design that maximizes opportunities for learning exchange, and personal coaching for individuals.

### Grassroots Grantmakers

*Executive Director, Jan 2004 - Nov 2015*

- Served as chief executive for a professional association of place-based grantmakers in the United States and Canada.
- Managed and developed content for the organization's website.
- Moderated and facilitated planning for 6-12 webinars a year.
- Conceptualized and grew Grassroots Grantmakers' highly innovative "On the Ground" learning exchanges.
- Managed membership recruitment and retention.
- Provided technical assistance and training on grassroots grantmaking to members and prospective members.
- Organized and hosted podcasts that features innovative grassroots grantmaking programs in the United States and Canada.

### Community Foundation of Greater Memphis, Memphis TN

*Program Officer, Vice President of Programs, Executive Vice President, Jan 1991 – May 1999*

- Joined the Community Foundation's staff to develop and direct a new grantmaking program for grassroots neighborhood organizations. Worked with over 85 Memphis area neighborhood associations and a grantmaking advisory committee to maximize the capacity building and community impact of grants ranging from \$500 to \$10,000 for a variety of neighborhood improvement efforts. Developed technical assistance resources to support the program.
- Served as the Foundation's only program officer as the Foundation grew from assets of \$21 million to over \$100 million. Devised user-friendly grantmaking processes that helped the Foundation extend its reach in the community. Developed criteria, applications, staff review and reporting formats for the Foundation's discretionary and field of interest funds. Trained and provided staff support to advisory committees. Provided pre and post-application technical assistance to a variety of non-profit and community based organizations.
- Worked with the Foundation's Board to develop a strategic direction for the Foundation's discretionary funds with a focus on asset based community development. Developed application criteria and processes that were featured as exemplary models in the highly popular Kretzmann & McKnight publication, Building Communities from the Inside Out.
- Facilitated the creation of and subsequently provided staff assistance to a policy level grantmaking committee which serves to allocate discretionary grantmaking funds, evaluate program impact, and recommend grantmaking initiatives and policies to the Foundation's Board of Governors.
- Served as the Community Foundation's lead staff for two major community development initiatives (the Ford Foundation's Neighborhood & Family Initiatives and the Pew Charitable Trusts' Neighborhood Preservation Initiative). Staffing responsibilities included developing proposals for funding, preparing reports, working with local and national evaluators, maintaining good relationships with local and national funding partners, and monitoring grants to local community-based organizations.
- Led a team of Community Foundation staff and volunteers to develop a proposal to the Ford Foundation which resulted in the creation of the Memphis Community Development Partnership, a collaborative effort of private

foundations, corporations and public sector funders to support the work of local community development corporations. Served as the Community Foundation's representative on the board of the new entity.

- Developed concept for local replication of the Neighborhood Preservation Initiative, attracted national funding for two phases of the replication project, and designed a strategy to integrate the local replication into on-going Community Foundation programs.
- Recruited, trained and supervised program department staff.
- As Executive Vice President, served as chief administrative officer for the Foundation as well as its Vice President of Programs. In this capacity, supervised key staff responsible for building management, communications, donor relations, planned giving and grantmaking. Worked with staff teams to revamp the Foundation's internal budgeting process and develop and implement goal setting and performance evaluation processes.
- Represented the Foundation on various external committees, including the Council on Foundation's Committee on Standards.

#### **Center for Neighborhoods, Memphis, TN**

*Director, May 1988 – Jan 1991*

- Responsible for supervising a five member staff charged with providing information and technical assistance to 300 neighborhood organizations in Memphis and Shelby County.
- Maintained and made available to the public current information on Memphis area neighborhood associations.
- Facilitated creation of several neighborhood alliances on issues ranging from transportation to code enforcement.
- Served as Conference Coordinator for the 1991 Neighborhoods USA Conference in Memphis, which featured over 40 informational workshops and 15 neighborhood tours for over 600 people.

### **EDUCATION**

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#### **University of Memphis, Memphis, TN**

*Master of Arts in Urban Anthropology, Dec 1987*

#### **Southern Methodist University**

*Graduate work in Anthropology, 1974-1977*

- Completed all required coursework for a Ph.D. in Anthropology
- Concentrations in Medical Anthropology and Urban Anthropology

#### **University of North Carolina-Greensboro, Greensboro, NC**

*Bachelor of Arts in Anthropology, Dec 1973*

- GPA: 3.85/4.0
- Graduated Magna Cum Laude
- Phi Beta Kappa member

### **ADDITIONAL COMPETENCIES & AFFILIATIONS**

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- Faculty Member, Asset Based Community Development Institute
- Certification in Personal & Professional Coaching, Hudson Institute of Santa Barbara
- Former board member and officer, Neighborhoods USA
- Former Commission & Chair, Memphis Landmarks Commission
- Graduate of Leadership Memphis
- Former chair of Memphis' Midtown Council of Neighborhood Associations
- Former board member and chair, Evergreen Historic District Association, Memphis, TN