
Curriculum Vitae

Jeanette Marie Córdova

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Education:

- LEND Fellowship (Leadership Education in Neurodevelopmental Disabilities – JFK Partners/University of Colorado– Graduated June 2017 (areas of Leadership, Key Concepts in Neurodevelopmental Disabilities Intervention for Children and Youth with ASD/Neurodevelopmental Disabilities)
- Bachelor of Science in Human Services, Nonprofit concentration, Minors in Psychology and Spanish Language- Metropolitan State University of Denver – Graduated December 2014
- Associate in Liberal Arts with Honors – Cum Laude – Community College of Denver – Graduated May 2011

Skills Profile:

- Fluent in verbal and written Spanish language
- Education consultant and advocacy in early childhood and school age
- Extensive experience in providing support and advocacy for families with children with disabilities
- Multicultural competence and experience working with diverse families and special knowledge in outreach and serving Hispanic, Latino or Spanish-speaking community
- Knowledge of community resources in the Denver metropolitan area and nationally
- Maintain relationships with local agencies including Community Centered Boards
- Marketing and outreach experience, in social media
- Expertise in building cooperative relationships with parents, educators and support providers
- Management of special and fundraising events and volunteers
- Management of client software and database systems

Community Experience and Awards:

- Phi Theta Kappa International Honor Society
- Psi Beta National Honor Society in Psychology
- Treasurer, Sibling Tree Colorado
- Former Member of the Latino Age Wave Community Advisory Committee
- Former Member of the Parent to Parent Colorado Advisory Board
- Former Board Member of Hayley House
- Former Educational surrogate parent volunteer with Colorado Department of Education
- Former Vice Chair, Colorado Developmental Disabilities Council
- Former Board Member, Rocky Mountain Human Services

Relevant Experience:

Parent to Parent Miami, Miami, FL

Education and Support Specialist

July 2019 – Present

- Provide information and resources to families who have loved ones with disabilities
- Review and advise on IEP, IFSP, Section 504 plans
- Assist families with preparation of meetings and attend when necessary
- Advocacy case management for new and ongoing families

Autism Society of Colorado, Remote

Operations Manager and I&R Specialist (Contract-BF LLC)

June 2018 – Present

- Assist President with board governance
- Manage all daily operations
- Ensure financial excellence, management of financials with accountant, donor cultivation
- Program supervision and training

Bright Futures LLC Colorado, Remote

Owner, Educational Consulting and Advocate

September 2014 – Present

- Special education advocate and Trainer
- Guardianship Assistance and Trainer
- SSI Assistance and Trainer
- Nonprofit consulting and staff training in English and Spanish
- Cultural consultant and Trainer in outreach and serving the Hispanic, Latino or Spanish-speaking community
- Private advocacy on sliding fee scale for English and Spanish speaking families with a child with any disability.

JFK Partners/UCD Anschutz Campus, Aurora, CO

Professional Research Assistant

October 2016 – July 2018

- Research assistant on the SPARK for Autism project working on outreach, enrollment and collection of DNA of people with Autism Spectrum Disorders and their families.

El Grupo VIDA, Denver, CO

Development Director – part-time contract

October 2016 – April 2017

- Help with annual fundraising goals and objectives in conjunction with the Executive Director, Treasurer and board that include timelines, procedures, and tasks to be accomplished in meeting organizations future plans and goals
- Draft and executive all grants applications for the organization
- Lead the special projects or grants, IE Mentor program
- Participate in the EGV Development and Fundraising Committee with the Executive Director
- Maintain grants calendar, research, applications, and progress reporting with the Executive Director
- Help ensure proper management of the fundraising database, including confidentiality, accuracy, and timely entry of donor records with Executive Director
- Assist the Executive Director in creating and implementing a culture of fundraising throughout the organization
- Assist families with execution of guardianship paperwork
- Manage the interns involved with the Development Director scope of work
- Translation of all EGV documents for the organization and grant work

El Grupo VIDA, Denver, CO

Executive Director

November 2013 – October 2016

- Work with Board, volunteers, families and other community members to create strategic plan for the organization
- Recommends procedures and policies to the Board of Directors, and the Board/Program Committees
- Develop, implement and execute of the annual work plan

- Develop and record all documentation needed to demonstrate the results of activities as they relate to desired outcomes, i.e. surveys, evaluations, etc.
- Develops and coordinates the donation revenue streams and cultivates new funding sources for the organization, either monetary, grants or in-kind
- Communicate and work with the board, volunteers, families, donors, and other community partners
- Develop and maintains relationships within the community with other non-profit organizations and with for profit organizations in support of the mission
- Responsible for overall leadership of the volunteers in the development, implementation and coordination of short- and long-range plans, policies and other activities
- Develop relationships and recruit volunteers through effective management methods including, but not limited to delegating, assigning, evaluating, training and mentoring processes
- Develop and implement public relations opportunities
- Translation of all EGV documents for the organization and grant work

The Arc Arapahoe & Douglas Counties, Centennial, CO

Community Outreach Coordinator (Bilingual)

March 2011 – November 2013

- Created and maintain The Arc's social media: Facebook, Pinterest, Twitter and LinkedIn
- Maintain and update The Arc's website events and calendar in CMS Builder
- Planned and implemented the new case management and database software for the agency
- Create reports for federal grants requirements, monthly, and yearly reporting
- Present on different topics: The Arc, IDEA, IEP's, Guardianship, Marketing including publicizing events and education programs, managing social media, website content, agency documents and announcements
- Participate in the strategic planning for The Arc
- Create and implement all marketing for agency events (media, Constant Contact, etc.)
- Manage the Arc's use of building for outside agencies
- Co-facilitate new self-advocate leadership group for self-advocates age 15 and up
- Work on several councils and committees

Denver Metro Community Parent Resource Center, Aurora, CO

Bilingual Outreach Coordinator and Parent Advisor

Nov 2008 – Jan 2011

- Community outreach including participation in state councils, resource fairs, public speaking engagements and workshops, speakers' bureau, and volunteer management
- Marketing including publicizing events and education programs, managing social media, and website content
- Present on different educational topics
- Assist with federal grant application and administration

Rocky Mountain Down Syndrome (fna Mile High Down Syndrome Association), Denver CO

Latino Outreach Coordinator / Parent Visitation Manager

Aug 2003 – Nov 2007

- Community outreach including participation in state councils, resource fairs, public speaking engagements, speaker's bureau
- Created, implemented and managed the Latino outreach program
- Managed the parent visitation program and volunteers including visits to new and expecting parents, training the parent volunteers and facilitating the parent supports groups

Events Coordinator

Dec 2002 – July 2004

Development & Membership Manager for Special Events

Aug 1998 – Dec 2002

- Management of all special events, fundraising events, and membership events with support of staff and volunteers
- Cultivation of upper tier donors
- Help with management of donor database (Raiser's Edge)
- Supervise part time administrative staff position