Donna K. Thornton-Roberts, MBA

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SENIOR EXECUTIVE • FINANCIAL OFFICER • BUSINESS DEVELOPMENT

A goal oriented, mission driven, mature executive who has more than 41 years of experience leading people, programs and organizations with a solid record of accomplishments.

SPECIFIC ACCOMPLISHMENTS

- Managed an annual operating budget of 4.1 million
- Increased a national organization's membership from 400 to 3,000 in six years
- Secured 12.5 million private financing for private and non-profit organizations
- Solicited over 1.5 M in unrestricted educational grants
- Wrote, Coordinated and Executed national publications
- Implemented a National Training Program for executives
- Coached a staff of 125 with less than 20% annual turnover
- Conducted over 250 advanced management-training seminars across the country
- Designed an HR Administration Curriculum
- Consulted with business and non-profit agencies to increase efficiency

NOTABLE ACCOMPLISHMENTS

National Keynote Speaker and Trainer for Early Care and Education	1989-present
Adjunct Professor, Radford University College of Ed. Studies	1999-2001
Accreditation Commissioner, National Accreditation Commission	1994- 2000
Contribution Writer, Association of Christian Schools International, Child Care Information Exchange, Professional Connections	1993-2003
Guest, CBS News This Morning	1998
Member, Toastmasters International	2004

SPECIFIC SKILLS

Exceptional Interpersonal and Human Relations Skills. Master Facilitator, Trainer and Instructor of Adult Learners, Effective in Manpower Planning, Budgeting Planning and Executing. Keenly acute to Problem Identification. Strong Consultative and Teambuilding Skills. Excellent Customer Service. Advanced Writing and Communication abilities. Strong customer focus and effective leadership skills. Articulate and Socially Acute.

PERSONAL INFORMATION

An honored Wife, Mother, Grandmother and Mother-in-law. She has five incredible grandchildren—Zachary - age 13, Alexander and Abigail — 9 year old twins, and Lucas Butler— years old – and Parke Phillip Bowen. She was married to Michael for 31 years before he died suddenly in 2003. Married to Eddie T. Roberts.

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Education

Doctorate, Christian Leadership
Andersonville Theological Seminary December 2020

Masters, Business Administration
Averett University, 1998

Bachelors of Science, Management of Human Resources
Bluefield College, 1995

Honors

Gubernatorial Appointee
Virginia Child Day Care Council
Hon. George Allen, 1995- 1998
Hon. James Gilmore, 1998-2002
Hon. Mark Warner, 2002-2005

Legislative Assistant

House Majority Leader Morgan Griffith, VA General Assembly
1/2002- 3/ 2002

Business Leader of the Year

Chamber of Commerce
Montgomery County, VA - 1988

References

Lynnette McCarty, Business Owner
Olympia WA
360.866.8155

George Sawyer, Senior Pastor
Calvary Assembly Decatur AL
256-355-7440

Susan Ashcraft, Retired Chief
United States Asset Forfeiture
Washington DC 202-353-7045

CAREER AND LEADERSHIP EXPERIENCE

President CCCS, Inc. Out of retirement 2010 to present
Christiansburg, VA 24073
Child Care Consulting, Management Services, Direct Child Care Services
Nine centers serving children 6 weeks to 12 years.

Board Present and CEO April 2011 to present
Graceway Ministries/GAC Academy
Christiansburg VA
Oversees growth and development of an organization dedicated to building strong families by providing child care services and spiritual growth opportunities.

Calvary Assembly Church, Decatur, AL 10/2005- 08/2008
Contractor/ Interim CFO and Organizational Consultant

Secured 5M for Phase One Building Project. Managed 4.1 M budget, 10 pastors, and 25 support personnel in a church of 2,000 members. Secured permits with various state Departments. Developed a business plan, and organizational policies and procedures. Reorganized the church's structure, developed fiscal and operational policies to achieve objectives. Designed a Living Legacy Capital Campaign for potential donors.

Managed the close-out phase of *Finishing Strong* the capital campaign for the Highway 20 project – 2.9 million received of the 4.1 pledged. Communicated with donors and networked with *Injoy* to complete the campaign.

Nyack College, Washington DC Campus 8/2001- 12/2003
Director of Adult Degree Completion Program/ Adjunct Professor

Managed an accelerated adult degree completion program for a Christian Liberal Arts College. Build enrolment from 76 to 145; hired faculty, issued employment contracts. Held Student/Faculty Orientation. Managed school when the Dean was off campus. Developed policies and training programs for new hires. Setup a career and counseling service for students. Revised faculty recruitment strategies. Updated marketing materials, and hired/trained staff. Taught Business, Finance, Business Writing Courses.

Associates in Human Development, Inc., Christiansburg, VA 8/2000 - 8/2001
Contractor

Provided executive trainings and consultation for child care administrators. Evaluated and designed operational and personnel policies, and procedure manuals. Prepared aggregate reports for administrative review. Offered technical assistance and practical methods for implementing organizational change. Designed and published Administrative Training Curriculum for Early Care Administrators Practice. Developed and issued requests for training grant proposals, developed criteria for grant review process. Traveled 60% of time. Managed team of six.

The National Association of Child Care Professionals, Austin, TX 8/1994-8/2000
Executive Director

Executive Director for a 3,000 member national organization. Responsible for the day-to-day operation of national office, supervision of staff /volunteers with less than a 20% annual turnover rate. Responsible to a board of directors. Initiated national survey to assess administrative deficiencies. Analyzed data, developed, implemented comprehensive training program for early childhood providers. Implemented strategic planning developed five year growth projection and organizational goals. Membership increased from 400 to over 3,000 in four years. Executed annual national conferences and multiple statewide trainings seminars.

National conference attendance grew from 200 to 850 within six years. Established the State Liaison Program that gave child care directors professional growth and leadership opportunities. Prepared annual budget for Board of Directors. Managed 1.2M budget annually. Solicited corporate contributions, issued grants and prepared RFPs. Increased Grant contributions from $10,000 annually to $550,000 respectively. Hired and trained paraprofessionals, revising personnel policies, and writing position descriptions. Led website team and technicians. Wrot**e** press releases, and held media interviews. *Published* *Professional Connections*. Media Contact. *Traveled* 60% Membership increased 800% Grants increased by 1,200%. Training attendance increased by 450%. Traveled 70% of the time.

Child Care Consultant Services, Inc., Christiansburg, VA 5/1989-1994
President/Owner

Responsible for a large network of child care centers/ 850 children daily in 13 locations. Managed 125 staff with less than an annual 20% turnover rate. Developed child care programs for public school, churches and private individuals. Collectively producing 30 programs. Provided training for *Head Start*, Resource and Referral Agencies, national chains, franchisees, private owners and administrators. Traveled 50% of the time.

Tiny Tots Day Care Center, Christiansburg, VA 4/1976- 1989
Owner/Administrator

Opened county's first state licensed child care center. 60 children/10 staff. Opened six locations serving 550 children by 1985.