

WILMA FONSECA

8388 Tuckaway Shore Drive
Franklin, Wisconsin 53132

Telephone: (414) 688-2254

- OBJECTIVE:** To obtain a challenging Administrative position which will allow me to demonstrate my abilities, and utilize my comprehensive knowledge, experience, expertise, organizational and interpersonal skills; a position that provides the opportunity for professional growth.
- EMPLOYMENT:**
- 2008 to Present **LATINO COMMUNITY CENTER, INC.** - Milwaukee, Wisconsin
EXECUTIVE DIRECTOR - Multifaceted responsibilities within four sites entail strategic planning, fund development, grant writing, administering programs, as well as marketing and public relations. Create, recommend to the board of directors, and manage a \$2.5 million annual budget. Work closely with financial and accounting staff, and develop financial strategies to ensure the fiscal health of the organization. Represent LCC, and serve as chief liaison at the local, state and national levels.
- Advance the effectiveness of Affirmative Action/Equal Employment Opportunity guidelines, ensuring that programs reach out to all racial/ethnic groups, persons with disabilities and other protected classes. Develop human resource policies consistent with federal and state requirements and conditions of grant awards, and ensure staff compliance. Created an employee handbook. Recruit, evaluate and manage a diverse staff of approximately 90.
- 2006 to 2008 **SAINT CATHERINE RESIDENCE** - Milwaukee, Wisconsin
HOUSING DIRECTOR - Responsible for overseeing programs and operations, and managing the budget, providing housing and a safe environment for up to 242 women consistent with community needs. Managed programs for women with disabilities, AODA and mental health issues, and facilitated community access in-line with self-sufficiency standards. Marketed the residence to a broad range of funding sources, and maintained relationships with partnering agencies.
- 2004 to 2006 **LATINO COMMUNITY CENTER, INC.** - Milwaukee, Wisconsin
ASSOCIATE DIRECTOR - Accountable for implementing and overseeing all programs and budgets, as well as day-to-day operations provided through community learning centers and youth centers. Wrote grants; monitored, evaluated and reported on the progress of programs, and adherence to budgets. Responsible for all aspects of personnel administration.
- 1998 to 2003 **UNITED MIGRANT OPPORTUNITY SERVICES, INC.** - Milwaukee, Wisconsin
WORKFORCE DEVELOPMENT/OPERATIONS MANAGER - Effectively managed approximately 50 employees and day-to-day operations, directly supervising up to ten departments at multiple locations, and overseeing all W-2 programs. Developed and implemented budgets. Responsible for workforce planning, recruitment, selection, training, development and counseling, performance evaluations, conflict resolution, and out-placement including exit interviews.
- CONTRACT MANAGER** - Oversaw and facilitated all W-2 subcontractors in the administration of the Wisconsin Advancement Act; 20+ partners with approximately \$10.2 million in annual contracts. Effectively negotiated with state and local partners to include MATC, Wisconsin Correctional, Legal Action, Indian Manpower, State of Wisconsin and Milwaukee County; evaluated performance and contract effectiveness in benefiting clients.
- EDUCATION:** Alverno College - Milwaukee, Wisconsin
Bachelor of Arts Degree in Professional Communications and Liberal Arts
Bilingual - Fluent in English and Spanish