

Allison Rojas

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EMPLOYMENT HISTORY

Principal
2000—present

Allison Rojas Consulting
Minneapolis, Minnesota

- Provide organization development services to community nonprofit and governmental organizations on a local and national level. Services include consulting and training on organizational structure, program development and evaluation, resource development and strategic planning. Clients include Academy for Educational Development, CAEAR Foundation, Humphrey Institute of Public Affairs, Minnesota Department of Human Services, Hennepin County Human Services and Public Health Department, and Hennepin County Medical Center.
- Conduct organization assessments of community- and clinic-based AIDS service organizations in rural and urban areas throughout the United States. As team leader, manage assessment process and design and deliver client presentations. Assess areas including governance, human resources, continuous quality improvement, organizational sustainability, strategic planning, program evaluation, and procedures and protocols. Provide recommendations and create work plans for improvement.
- Design and deliver training to promote organizational effectiveness. Topics include fundraising, sustainability, linkages, program development, continuous quality improvement, board development, and strategic planning. Audiences include graduate students, boards of directors, community-based organization staff, and large groups of federally-funded agencies.
- Evaluate proposals and contracts on youth violence prevention, substance abuse, mental health, and HIV/AIDS programs. Make funding recommendations based on organizational fitness and ability to respond to community need. Clients include the United States Department of Health and Human Services, Centers for Disease Control, Minnesota Department of Health, and Minnesota Department of Human Services.
- Write proposals requesting funds from local, state, and federal government agencies and private and corporate foundations. Funding requests range from \$10,000 to \$2.5 million for various projects and programs including general operations for a community-based organization, HIV-specific medical and social services for county hospitals, and a centralized client level data reporting system for three government agencies and the service providers they fund.

Partner and Consultant
2004—2008

Community Consulting Group, LLC
Minneapolis, Minnesota

- Developed quality management program to assist Ryan White CARE Act-funded agencies in understanding and improving services. Participants received training and created quality management plans that were used to monitor performance and to increase service effectiveness.
- Conducted analysis to assess organization performance from an external perspective, evaluate program effectiveness, measure readiness for agency growth and service expansion, and improve relationships with funders, partners, and clients.
- Managed a needs assessment process to determine HIV consumer status and needs and evaluate systems capacity, service gaps, and accessibility. Information gathered was used to improve services, leverage resources, and influence systems.
- Developed evaluation process to measure the impact of capacity building services and technical assistance provided to AIDS service organizations. Process examined impact on the organization, staff, and client levels.

- Conducted organization assessments to inform leadership of performance in key management and functional areas including governance, programming, financial stability, and human resources. Determine methods for increasing effectiveness and create implementation and evaluation plans.
- Conducted financial analysis to assess company and individual performance. Determined financial strategies to achieve effectiveness. Led partners through a process to understand financial position and to determine action steps. Established a new system for financial responsibility and accounting systems.

EDUCATION

Master of Arts, Public Affairs, Nonprofit Management
Humphrey Institute of Public Affairs, University of Minnesota
Minneapolis, Minnesota

Bachelor of Arts, History, *magna cum laude*
University of Minnesota
Minneapolis, Minnesota