

DOLLY FLEMING
271 PEARL STREET
CAMBRIDGE, MA 02139
864-9836

EDUCATION:

University of Maine, Portland
30 Credits completed toward M.Ed. in Rehabilitation Counseling
1976

University of Maine, Orono
B.A. Social Welfare 1972

CAREER
DEVELOPMENT
SEMINARS:

(Minimum 30
hour program)

Allocation/Agency Relations
United Way of America, Alexandria, Virginia - 1983.

Directing Management Assistance Programs
United Way of America, Alexandria, Virginia - 1982.

Community Executive Program, IBM - 1982
Terrytown, New York.

Strategic Planning Management
Community Services Administration, Manchester, New Hampshire - 1981

Women in Political and Governmental Careers
University of Vermont, Burlington, Vermont - 1981.

Fiscal Management for Non Profit Organizations
Master Guide Program, Las Vegas, Nevada - 1981.

Equal Employment Opportunity and Civil Rights
University of Maine Law School, Portland, Maine - 1980.

Program Administration
Office of Personnel Training and Development
American Red Cross, Washington, DC - 1979.

Grant Writing
Suffolk University, Boston, Massachusetts - 1979.

EMPLOYMENT:

February 1982-
Present

Staff Associate for Planning, Allocations, Agency Relations
United Way of Chittenden County

Responsibilities: Organization and administration of the Planning
Allocations and Agency Relations Divisional functions, annual
allocations process, development and implementation of organiza-
tional assistance plans, agency relations and communications,
needs assessment and resource analysis, linkage with other groups,
management assistance, training and technical assistance to
community agencies, long range planning, volunteer recruitment
and development, I & R, trainings:

Long Range Planning
Roles and Responsibilities of Board and Staff in Non-Profits
Financial Development for Non Profits
Conflict Resolution
How to Evaluate Executive Directors

Interim Executive Director, Appointed Executive Director during Executive transition. January - May 1984.

Additional Responsibilities: Annual Meeting, Campaign, Communications, Operations, staffing of Executive and Board of Directors, supervision of staff, development of corporate objectives.

1979-1982

Associate Director, Champlain Valley Office of Economic Opportunity P.O. Box C-1081, Burlington, Vermont.

Responsibilities: Administration of four county multipurpose agency; property and fiscal management; development of agency plan; grant writing; monitoring of federal grant regulations; development of affirmative action plan; board development.

Other Positions:

Director, Client Action Program, Vocational Rehabilitation Portland, Maine.

Responsibilities: Supervisor of five advocates, two county wide advocacy program for clients in social services; case and systemic planning for improvement in delivery of social services; public education; interagency coordination.

Blood Program Director, Northeast Regional Red Cross Augusta, Maine.

Responsibilities: Overall direction of county wide blood program; recruitment and supervision of volunteers; coordination and planning of industrial and community drives; public education; newsletter publication.

Vocational Rehabilitation Counselor, Vocational Rehabilitation Augusta, Maine.

Responsibilities: Counselor for 40-50 disabled adults; coordinator of VR services; ombudsman project.

Deaf Specialist, Bureau of Social Rehabilitation Deaf Survey (IDOC), Waterbury, Vermont.

Responsibilities: Outreach to deaf and hearing impaired to four county region; I & R; survey development and implementation for needs assessment.

SKILLS:

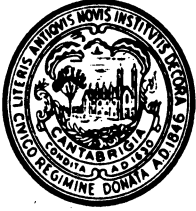
Human Service planning and development, oral and written communication, public speaking and training, group work, research, data analysis.

COMMUNITY WORK:

Volunteer Consultant to Non Profit Organizations
Board of Directors, Green Mountain Prevention, Inc.
Associate Board of Governors, Medical Center Hospital
Chittenden County Youth Task Force

REFERENCES:

References and samples of written work available upon request.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
TEL. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

November 18, 1985

To the Honorable, the City Council:

Please be advised that I have appointed Dolly Fleming, 271 Pearl Street, Cambridge, as the Director of the Council on Aging, effective November 4, 1985.

A copy of Ms. Fleming's resume is attached.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Enc.

A-105

Re: appointment of Dolly Fleming as Director
of the Council on Aging, effective November
4, 1985.

In City Council,

November 18, 1985

11/18/85
Placed
on
File-