



City of Concord, New Hampshire

OFFICE OF THE MAYOR

Byron O. Champlin

TO: Members of City Council

FROM: Mayor Champlin

DATE: February 28, 2024

RE: Steering Committee for Concord's Plan to End Homelessness

I propose the appointment of the following individual to the Steering Committee for Concord's Plan to End Homelessness.

- Valerie R. Guy, Executive Director of the Friendly Kitchen, 2 Granny Howe Road, Chichester. Valerie Guy's resume is attached.

In accordance with Section 18 of the City Council Rules, this proposed appointment is being distributed to City Council as information in advance of formal action at the April 8, 2024 City Council meeting.

Valerie R. Guy

2 Granny Howe Road ~ Chichester, NH 03258
(603) 344-3064 ~ yugsined@tds.net

Related Work Experience

January 2019-Present

The Friendly Kitchen, Concord, NH

Executive Director

- Directing and managing the daily operations of the organization
- Financial management
- Managing the staff
- Working with the Board of Directors
- Manage all fundraising and development
- Program oversight – including development of new programming for the organization
- Public Relations
- Strengthening community partnerships and working with organizations in the greater Concord Community that are dealing with those who are struggling with homelessness, food insecurity, seniors and those with mental illness

October 2018-January 2019

The Friendly Kitchen, Concord, NH

Interim Executive Director

- Directing and managing the daily operations of the organization
- Financial management of the organization
- Managing the staff of the organization

May 2016-July 2018

Granite United Way, Concord NH

Area Director – Merrimack County Region

- Leadership position for the Merrimack County Region of Granite United Way
- Increase revenue for the local region by building upon existing workplace campaigns as well as building new partnerships
- Increase volunteer engagement for Merrimack County as well as the other regions for Granite United Way especially as it relates to the annual Day of Caring initiative for the organization
- Serve as member of Senior Leadership Team for Granite United Way
- Hire, train and supervise administrative staff for Merrimack County
- Work in collaboration with the Capital Area Public Health Network, an initiative of Granite United Way to promote the focus areas of the Community Health Improvement Plans
- ***Please note job responsibilities are as listed below under other Titles for GUW as it relates to Merrimack County

August 2013-May 2016

Granite United Way, Concord, NH

Senior Director of Regional Impact

- Lead support for Merrimack County, Central Region and North Country region investment strategies

- Responsible for assisting in the implementation, monitoring/reporting and evaluation of Community Impact work within the Granite United Way system
- Recruitment and training of community impact volunteers for Merrimack County, Central and North Country regions of GUW
- Initiates and facilitates collaborations and alliances between service providers, community partners and other key stakeholders
- Provide professional leadership for the Community Impact Volunteers and Community Review Volunteers in Merrimack County, Central and the North Country regions, which also includes recruitment and training of those volunteers ; from discovery and education of community needs, to the grant review process and selection of funded partners, to reporting of results
- Create and build on relationships with community agencies and community leaders
- Act as lead staff person for our Collective Impact Work, specifically the Belknap County's Financial Stability Partnership
- Act as lead staff person for our partnership with Plymouth State University's Service Learning Initiative which engages students into the community
- Coordination of the Annual Day of Caring – the mobilization of volunteers and agencies within the Granite United Way footprint to participate in the annual community building event
- Work in collaboration with the Director of Resource Development to build upon our fundraising initiatives
- Coordinate and recruit volunteers in collaboration with the Postal Workers for the Annual Postal Worker Food Drive
- Supervision of Associate Director of Community Engagement
- Hire, train and supervise administrative staff for Merrimack County Region

July 2010-January 2013

Granite United Way, Concord, NH

Director of Community Impact/Community Building for Merrimack County & North Country Regions

- Responsible for assisting in the implementation, monitoring/reporting and evaluation of Community Impact work within the Granite United Way system
- Lead Initiates and facilitates collaborations and alliances between service providers, community partners and other key stakeholders in order to better serve the needs of Merrimack County's most vulnerable resident's
- Provide professional leadership for the Community Impact Volunteers and Community Review Volunteers in Merrimack County and the North Country regions, which also includes recruitment and training of those volunteers ; from discovery and education of community needs, to the grant review process and selection of funded partners, to reporting of results
- Create and build on relationships with community agencies and community leaders
- Responsible for working on specific initiatives that have been identified as community needs (VITA, Literacy, Youth Venture) and work with partners to build community collaborations and to strengthen resources to address key issues within the initiative which includes internal and external collaborations that support initiative outcomes and objectives
- Coordination of the Annual Day of Caring – the mobilization of volunteers and agencies within Merrimack County and the North Country regions to participate in the annual community building event
- Work in collaboration with the Director of Resource Development to build upon our fundraising initiatives
- Work in partnership with Volunteer NH to promote volunteerism statewide

- Coordinate and recruit volunteers in collaboration with the Postal Workers for the Annual Postal Worker Food Drive
- Hire, train and supervise administrative staff for Merrimack County Region
- Serve as a member of the Senior Management Team

2007-2010

United Way of Merrimack County, Concord, NH, Director of Marketing & Communications

- Maintained the United Way web site
- Coordinated the design and production of campaign and other print materials
- Coordinated the awards recognition programs and the distribution of appreciation letters
- Design, production and coordination of newsletters and public information materials
- Coordinated newspaper, radio and other publicity through which the general public can understand United Way services and how they are provided
- Coordinated special events, including but not limited to Campaign Kick-off & Campaign Wrap Up
- Coordination of the Annual Day of Caring – the mobilization of volunteers and agencies within Merrimack County in the annual community building event
- Work in collaboration with the Director of Resource Development to build upon our fundraising initiatives
- Work in partnership with Volunteer NH to promote volunteerism statewide
- Coordinate and recruit volunteers in collaboration with the Postal Workers for the Annual Postal Worker Food Drive

2002-2007

Parent Information Center, Concord, NH, Office Manager & Bookkeeper

- All accounts receivable/accounts payable/Payroll processing
- Grant tracking of income and expenditures and reporting of same to state and federal government
- Worked with external auditor
- Worked in collaboration with Executive Director and other key staff to write and submit state and federal grants as well as foundation grants
- Creation of budgets for program grants
- Preparation of financial reports for Board of Governors
- Conducted bank reconciliations and prepared deposits
- Supervised all administrative office staff including hiring and training of new staff
- Assisted with the planning of first annual fundraising auction which included securing of donations for same
- Processing of work orders for key staff which included design and creation of program brochures, newsletters and other key documents

2001-2002

State of NH Legislature, Concord, NH, Operations Department

2000-2001

Primary Bank, Concord, NH, Assistant to Vice President of Commercial Lending

1995-2000

W.S. Dennison Cabinets, Pembroke, NH
Office Manager, Bookkeeper

1985-1995

H.T. Bailey Insurance Agency, Arlington, MA, Underwriting Assistant

1984-1985

BayBank Systems, Inc., Arlington, MA, Purchasing Department

Other Activities/Associations

- Member of Mayor's Steering Committee on Plan to End Homelessness – Concord
- Member Capital Area Public Health Network Advisory Board
- Member of Capital Region Community Prevention Coalition Steering Committee
- Concord Hospital Needs Assessment Current Workgroup member 2012-2013 & 2015/2016
- CASH Coalition – Statewide 2012-2013
- Chair of Concord Asset Building Coalition, 2011-2013
- Member of Concord Asset Building Coalition 2010-2011
- Member of Franklin Asset Building Coalition 2011
- ServiceLink Advisory Board Member, 2010-2013
- Chichester Youth Association, 1988-2003
- Chichester Youth Softball Coach, 1988-2003