



## Board Member Nomination & Application

Board: \_\_\_\_\_ Council for Aging and Adult Services \_\_\_\_\_ Date: \_\_\_\_\_ July 20, 2018 \_\_\_\_\_

Nominated By (if applicable): \_\_\_\_\_

Applicant Name \_\_Jennifer Nuttall\_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Would applicant prefer work or home phone/address used as mailing address? work

Salt Lake County Council District #: 1 Arlyn Bradshaw

(To find the district you live in go to <http://vote.utah.gov/elected-officials/>, enter your address and zip code, then click on **Find**. The results will produce a map with a **red diamond** at your home location. Click on the diamond and wait for a text box to appear containing your elected officials. Scroll down until you see the **fourth** County Council representative (not "At-Large") and list that name above.)

I prefer that my personal contact information remain private and protected Yes ☐ No ☐

Unique qualifications and/or perspectives you would bring to a Board or Commission:

\_\_\_\_As the Executive Director of Neighborhood House, I bring a unique perspective on low income residents in need of Adult Day Services, as well as other aging services. We are expanding our programming in 2019 with new building, and have a keen interest in providing more comprehensive wrap around services. Knowing what is available and how to best partner in the community to serve the needs of our aging and disabled population is a focus for our organization. I have also worked with SAGE, the LGBTQ aging organization and have a knowledge of their particular concerns and needs.

## Board Member Nomination & Application

Applicant Name \_\_\_\_\_Jennifer Nuttall\_\_\_\_\_

Are you a current member of another county board? Yes ☐ No ☒X

If yes, board/commission \_\_\_\_\_

Have you ever been a member of a board or commission in the county? Yes ☐ No ☒X

If yes, board/commission \_\_\_\_\_ Dates: \_\_\_\_\_

Are you or any member of your immediate family a county employee? Yes ☐ No ☒X

If yes, explain \_\_\_\_\_

Have you ever been convicted of a felony? Yes ☐ No ☒X

If yes, explain \_\_\_\_\_

### Demographics (*optional*)

The information on this section is for statistical purposes and is confidential.

Gender      XFemale      ☐ Male

Age Range      ☐ 21-40      X 41-50      ☐ 51-59      ☐ 60+

Race/Ethnicity (please check all that apply)

☐ American Indian/Alaska Native

☐ Asian/Pacific Islander

☐ Black/African American

☐ Hispanic/Latino

X White/Caucasian

☐ Other (please specify)

Represent a special community?      \_\_\_Adult Day Services, low income, ethnic minorities

***Forward this application and nomination to the contact below with a resume:***

**Susan Hoepfner**

**Board Coordinator**

**2001 S. State Street, #S1-600**

**Salt Lake City, Utah 84190**

**Phone: (385) 468-3191**

**Fax: (385) 468-3186**

**Email: shoepfner@slco.org**



# Jennifer Nuttall

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## Experience

2016 – Present      Neighborhood House      Salt Lake City, UT

### **Executive Director**

- Oversee the general operation of the Neighborhood House Association, including its programs, its campus, 60+ staff members, and its public relations and development.
- Oversee all revenue generation for Neighborhood House working with the Board and staff to develop a stable, diversified funding base that provides sufficient operating revenue.
- Develop budgets, project capital expenses, secure private contributions, oversee writing of government grants and contracts and maintain responsibility for the bottom line yearly.
- Lead and manage 19 million dollar capital campaign.
- Public and media appearances to promote the programs of the organization
- Direct personnel policies, safety standards. licensing and accreditation in compliance with applicable laws and regulations.

2010 – 2016      Neighborhood House      Salt Lake City, UT

### **Development Director**

- Lead and manage diversified fundraising efforts, culminating in over \$950,000 raised in 2014
- Write grant proposals and reports to corporate, foundation, and government funders, with a grant portfolio of over 50 grants yearly
- Increased income of annual fundraising event from \$25,222 in 2010 to \$169,330 by 2014
- Create and implement annual development and public relations plan and strategy
- Public and media appearances to promote the programs of the organization
- Develop and grow individual donor base; manage annual giving campaign; cultivate major gifts; cultivate event sponsors; create annual report
- Hire, train and supervise staff
- Develop and manage Board fundraising capacity
- Manage database; all records, files, gift processing, and acknowledgment

2003 – 2010      Utah Pride Center      Salt Lake City, UT

### **Program Director**

- Designed, implemented and maintained over 25 programs to serve a wide diversity of clientele
- Fund development through events, donor solicitation, and grant writing
- Managed programmatic budget including grant billing and reporting
- Created and implemented outcomes based evaluation mechanisms
- Media and advocacy appearances to address issues relevant to the LGBT community
- Health Educator for health disparities for underserved populations
- Developed and directed community committees, partnerships, and advisory councils
- Developed and delivered cultural competency trainings for social service agencies,

educational institutions, and businesses

- Developed marketing and outreach strategies to promote programs and health education
- Coordinated and carried out special events that help to fulfill program objectives.
- Planned and executed the Center's most lucrative and successful fund raiser, the Center Golf Classic yearly (2004-2008)
- Recruited, trained, and managed program staff and volunteers
- Created and maintained tracking and evaluation procedures for site and program usage

1995 - 2002

Council Travel

Salt Lake City & Provo, UT

**Manager**

- Managed 2.3 million dollar travel agency
- Achieved and exceeded bottom-line goals each quarter by increasing sales and managing expenses
- Managed all budgetary, marketing, training, sales and customer service requirements
- Developed *Recruitment and Hiring Guide* for entire company on the Human Resources special task force
- Developed strategies for streamlining operations on the Overflow Workgroup task force
- Received in the 95th percentile of positive Customer Service feedback for four consecutive years

**Assistant Manager/Senior Travel Counselor (1995 - 1998)**

- Developed strong sales ability, maintaining status as top sales agent in the office, achieving over \$600,000 in personal gross sales annually.
- Developed and refined the following skills: attention to detail, multi-tasking, prioritizing work flow, ability to work well under pressure and deadlines, team player, self motivated, excellent verbal and written skills.

Education

Graduated April 1994 Brigham Young University

Provo, UT

- B.A., International Relations / Minor Italian
- Graduating G.P.A. 3.6.

Trainings &  
Certifications

- University of Utah Non Profit Academy of Excellence Certificate, Financial Management: 2012
- Fieldstone Foundation, Emerging Leaders Graduate: 2009
- Community Strategic Training Initiative Graduate, Western States Center: August 2007
- Facilitation Skills for Group Level STD/HIV Interventions Certification, Denver STD/HIV Training Center & National Network of STD/HIV Prevention training Centers: May 2007
- 5th Annual Diversity Conference, Presenter, Utah Domestic Violence Council: Sep. 2006
- Motivational Interviewing Training Certification, Stephanie Wahab, Ph.D., MSW, Harm Reduction Training Institute: July 2003

Skills

- Languages: basic Italian, basic Spanish
- Computer: Proficient with Microsoft Office Suite, Giftworks donor database

Volunteer &  
Committee

- Chair, Fund Development Sub-Committee, Comunidades Unidas: Jun. 2010 — 2013
- Board Member, Comunidades Unidas: Dec. 2009 – 2013
- Board Member, Utah Progressive Network: Jul. 2007 – Jul. 2008
- Utah State Delegate, Democratic Party, precinct 2224: Mar. 2007 – Mar. 2010
- Member, Utah State Court Diversity Subcommittee: Mar. 2008 – Nov. 2010
- Member, Utah Department of Health, Tobacco Prevention & Control Cultural Competency Committee: Jan. – Jun. 2004



## Board Appointment Approval

**Ben McAdams**

Salt Lake County Mayor

**Erin Litvack**

Deputy Mayor, County Services

**Rick Graham**

Deputy Mayor, Operations

**Karen Hale**

Deputy Mayor, Community  
& External Affairs

**Darrin Casper**

Deputy Mayor, Finance  
& Administration

On the 18th day of September 2018 the Salt Lake County Council consents to the appointment of Ms. Jennifer Nuttall as a member of the *Council for Aging and Adult Services*.

Her first, three-year term began September 1, 2018 and will end August 31, 2021.

Salt Lake County Council

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Aimee Winder Newton  
Chair, Salt Lake County Council

Attest:

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Sherrie Swensen, County Clerk

Please instruct the Council Clerk to return this form to Anna Vukin-Chow in the Mayor's Office, N2- 100 to process this appointment.