

Eve McGee, Ph.D., MSW
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Summary

- Grant writer with over five years of experience writing foundation proposals and large federal grant applications
- Strong analytical and problem-solving skills
- Excellent written and oral communication skills
- Proven ability to work independently and as a team
- Expertise in research, writing, and managing grant proposals across a variety of sectors

Professional Skills

Proposal Writing | Research | Grant Preparation | Grant submission | Grant Management | Report Writing | Budgeting | Editing | Evaluation | Outcome Assessment | Teamwork | Collaboration | Leadership | Program Development | Microsoft Office Suite | Adobe Acrobat Professional | Ability to Prioritize Work | Meet Deadlines | Time Management | Attention to Detail | Complex Problem Solving | Organized

Education

Ph.D., Social Work	University of Missouri-Columbia
MSW, Social Work Administration	University of Kansas
BSW, Social Work	Central Missouri State University

Experience

Grant Writing and Grant Management Consultant, 2020 – Present, McGee KC Consulting, Woman Minority Owned Business

- Conduct research through online directories, funder websites, and filed 990s to identify foundations and private or public funding agencies best matched with the non-profit organization seeking funding
- Prepare, write, and submit compelling and persuasive letters of inquiry and grant proposals for non-profits to foundations and other grant-making organizations, and persuasively communicate the organization's mission and programs to potential funders
- Accurately interpret guidelines and gather material and information necessary for a competitive proposal
- Provide project/concept development support
- Create timelines, meet deadlines, and manage multiple projects and tasks simultaneously
- Write reports to funders on the outcome of specific programs
- Manage and track grant budgets to ensure compliance with grant contracts
- Collect and analyze programmatic data
- Assess current programs and services to identify strengths, gaps, and areas of improvement to achieve desired outcomes

Director of Allied Health and Simulation, 2020 – 2022, Metropolitan Community College – Penn Valley

- Led the Allied Health and Simulation Department and directed the following programs: Coding Specialist, Dental Assistant, Emergency Medical Technician/Paramedic, Health Information Management, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technologist, Surgical Technologist, and Virtual Hospital
- Supervised all faculty and staff within the Allied Health and Virtual Hospital departments
- Coordinated performance evaluations and teaching/workload assignments
- Monitored and maintained the Allied Health programs and Virtual Hospital budget in collaboration with the Dean of Instruction and Program Coordinators
- Assisted Program Coordinators and Virtual Hospital Coordinators with data collection and analysis for their programs
- Oversaw management and organization process for student application, admission, course substitutions, and pre-requisites into programs in collaboration with each Allied Health Program Coordinator
- Managed grants in partnership with Program and Virtual Hospital Coordinators related to career and technical education programs (Perkins, Enhancement) to support health science and workforce development initiatives

Significant accomplishments include:

- Oversaw the successful completion of two program accreditation self-studies (Occupational Therapy Assistant and Radiologic Technology Assistant)
- Oversaw the successful completion of three onsite accreditation visits (Dental Assisting, Virtual Hospital, and Radiologic Technology Assistant)

Grant Reviewer, 2020-Present, Health Resources and Services Administration (HRSA) and Substance Abuse and Mental Health Services Administration (SAMHSA)

- Independently review, evaluate, and preliminarily score each application based on only published review criteria
- Develop preliminary statements of strengths and weaknesses for each assigned application
- Participate in an open panel discussion and develop a consensus of strengths and weaknesses of each application

Research Associate, 2004-2015, The University of Missouri-Kansas City, School of Nursing and Health Studies

- Researched funding opportunities, developed and edited proposals with research faculty, created proposal budgets
- Managed and administered grants; pre and post-award, reviewed documents to ensure compliance with sponsor's RFP guidelines, and monitored expenses to ensure compliance
- Prepared written grant reports to the funder, ensuring content was written in measurable terms and provided a complete overview of grant activities
- Conducted data analysis and outcome assessments on the effectiveness and impact of the grants
- Participated in strategic planning and implementation of school-wide goals to enhance student success
- Provided leadership for the development and evaluation of high-quality student success-based programs and services utilizing social work best-practice methods: Crisis intervention, assessment, goal setting, referrals
- Led implementation of student success, "best practice" programs focused on student retention to target academically at-risk, economically disadvantaged, and underrepresented students of color
- Responsible for directing and managing the student success program and budget
- Identified and assessed academic problems through analysis of factors impinging on student success, including elements in the home, college, and community
- Worked with the student(s) on an as-needed basis, providing case management, crisis intervention, assessment, goal setting, and referral
- Maintained student data and records in a manner that ensured confidentiality and aided in the evaluation of retention programs and strategies
- Assessed and evaluated raw data sets to make informed decisions about the effectiveness of programs and the development of new and existing student success initiatives

Significant accomplishments include:

- Managed three multi-year nursing workforce development grants exceeding \$3 million
- Student retention rates above 80%, and the National Nursing Council Licensure examination scores above 90% (N=593)
- Authored a \$2.4 million federally funded Health Resources and Services Administration grant for financial scholarships for undergraduate, economically disadvantaged nursing students of color
- Created, designed, and implemented a student success program utilizing social work best-practice methods that resulted in a holistic approach to student success
- Increased focus on the factors impinging on student success, including elements in the home, university, and community

Adjunct Instructor, 2008-2011; 2022-2023, University of Missouri-Kansas City School of Social Work

- Facilitated class instruction and taught assigned class material in accordance with learning objectives that the department developed
- Enhanced student learning by optimizing a wide range of instructional approaches and innovative classroom activities
- Assessed and monitored student progress and understanding throughout the course
- Provided timely feedback to students
- Courses taught: Human Behavior in the Social Environment and Social Work Practice

Sexual Assault Standardized Patient, 2004-Present, Truman Medical Center, University of Missouri-Kansas City School of Nursing and Health Studies, Graceland College of Nursing

- Independently, consistently, and accurately portray specific emotions, behaviors, and disease symptoms while interacting with medical and nursing students to enable experiential learning and assessment of student skills

Director of Social Services, 2003-2006, Restart, Inc.

- Met with new clients entering the shelter and completed intake paperwork to admit clients into the shelter program
- Assisted clients in establishing linkages with mental health/health clinics, vocational, educational, financial, substance abuse prevention, special services, childcare, and transportation resources as needed.
- Work with clients to provide education, guidance, and referrals tailored to each client's unique circumstances and create housing stability plans
- Directed all daily operations for the homeless shelter with a focus on individuals overcoming homelessness
- Supervised team of eight, monitored attainment of goals and effectiveness of services
- Monitored client database and reported outcomes to the Executive Director weekly and assisted in the training and supervision of program staff utilizing a database

Significant accomplishments include:

- Developed policy and procedure manual for the emergency homeless shelter
- Co-led strategic planning efforts

Advocate, 1999-2006, Hope House, Domestic Violence Shelter

- Provided on-call emergency services to victims of domestic violence
- Completed client intake forms
- Assisted clients in developing a safety plan
- Provided case management and advocacy services for clients

Significant accomplishments include:

- Created policy and procedure manual for the Guardian program, a safe exchange, and monitored visitation program

Assistant Director, 1995-2000, Swope Health Services, Homeless Outreach Department

- Managed a caseload of 10 clients, working closely with each individual to set specific goals, achieving 75% of goals within a year
- Created individualized treatment plans tailored to the particular needs of each client
- Connected clients with available community resources
- Responsible for the day-to-day operations of the homeless outreach department
- Enabled the provision of direct services to homeless persons in the KCMO metropolitan area in need of and ready to receive services (e.g., showers, meals, identification, medical services, mental health services, housing)
- Supervised a staff of six
- Ensured accurate, timely data collection and reporting for funding purposes and program evaluation and improvement
- Managed monthly homeless point-in-time counts, developed, analyzed, and reported on relevant data in the KCMO metropolitan area
- Identified and documented trends, recommendations, and successes of the homeless services program efforts

Significant accomplishment includes:

- Created and implemented a system to track homeless point-in-time counts

Publications

McGee, E. (2020). Stressed out!: Implications of minority status stress among underrepresented minority BSN students [ProQuest Information & Learning]. *In Dissertation Abstracts International Section A: Humanities and Social Sciences* (Vol. 84, Issue 4–A).

Enriquez, M., McGee, E. (2012). Retaining Hispanic nursing students in BSN programs. In A. Villarruel and S. Torres (Eds.). *Hispanic Voices: Progreso, poder, Y Promesa* (pp.55-70). New York, NY: National League for Nursing.

Kelly, P. J., Witt, J., McEvers, K., Enriquez, M., Abshier, P., Vasquez, M., & McGee, E. (2012). Clinician perceptions of providing natural family planning methods in Title X funded clinics. *Journal of Midwifery & Women's Health*, 57(1), 35–42.
<https://doi.org.proxy.library.umkc.edu/10.1111/j.1542-2011.2011.00107.x>

Professional memberships

2022 - Present	Member, Next Paige Foundation
2022 - Present	Member, Research College of Nursing Governing Board
2015 - Present	Member, National Association of Social Workers
2011-2012	Executive Committee Member, REACH Healthcare Foundation
2010-2013	Board Member, REACH Healthcare Foundation