

Kaia Simmons, PhD

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OBJECTIVE: Motivated and well-rounded individual exhibiting strong leadership skills. A self-starter entrusted with managerial responsibilities and is results oriented and accountable for their work. Strengths include program development, project management, community outreach, social entrepreneurship, and supports team driven outcomes.

EDUCATION: Southern University A&M College: **Public Policy PhD**,

Spring 2018 – Fall 2022, Southern University A&M College: Public Administration, MPA, Fall 2015 – Summer 2017;

Southern University A&M College: Therapeutic Recreation, BS Fall, 1995 – Summer, 1999 Honors Graduate

PROFESSIONAL EXPERIENCE:

June 2020-present

Genesis Research and Consulting, LLC

Independent Business in Vision Development

- This independent business established with the purpose of delivering philanthropic services to communities by relationship building, and connecting community resources, businesses, and entrepreneurs to address community issues and influence policies to support underserved populations.
- Data collection and interpret output to predict movements and substantiate findings in order to impact efficient and effective decision making on the corporate and grass roots level
- Conduct negotiations to establish strong alliances and partnerships to develop projects that empower individuals and communities
- Advise corporations and business entities where to allocate funding and in-kind services to better support the interests and concerns of their clientele and population served, including the surrounding community
- Program evaluation and non-profit consulting and management; find funding and sponsor resources, organize volunteers, strong media promotions to encourage visibility and buy-in
- Develop branding and marketing strategies to support organizational vision

June 2022 – present

Atmos Energy Corporation

Manager of Public Affairs

- Responsible for five parishes in the southeastern region of Louisiana upholding the community outreach vision of the Fueling Safe and Thriving Communities (FSTC) initiative
- Intervene with constituent complaints, damage control, and media as it relates to the natural gas industry to promote a positive brand message
- Manage a \$75,000 budget of contribution requests, charitable donations, and nonprofit sponsorship
- Develop and execute comprehensive donation strategy
- Develop purposeful volunteer strategies and events
- Enhance stakeholder confidence and build natural gas allies

February 2016-August 2018/January 2020-June 2022

Volunteers In Public Schools (VIPS) Baton Rouge, LA

Volunteer and Community Partners Director

- Initially hired as Volunteer Director and within 9 months received a \$10,000 raise and promotion to Volunteer and Community Partners Director
- Recruit and retain volunteer pool of 500 volunteers, recruit and build long-term community partnerships to support East Baton Rouge Parish public schools, develop strong rapport with school principals and school administrators, including school board and superintendent; brand promotion and advocacy of the organization's mission, develop recruitment initiatives, increase visibility in the community
- Management of all social media posts and recruitment efforts. Coding and programming of Better Impact volunteer management database
- Grant-writing, program development, marketing initiatives, education initiatives, fundraising, builds strong community relationships
- Communicate directly with school principals and organization to arrange special events to support the student body, media promotion through press releases and news/radio interviews

- Supervise, delegate tasks, and submit evaluations for AmeriCorps workers
- Develop and manage community partnerships with the Mayor's office, civic groups, community businesses and faith-based organizations. Have a clear understanding of specific school needs and culture, matching with the philanthropic desires and interests of community resources
- Create video content with community leaders for literacy program involving video recording and editing
- Submit annual and monthly reports of all school volunteer hours and partnerships submitted to EBRP Superintendent of Schools. Present monthly updates and reports to VIPS Board Members
- Attend monthly School Board Meetings to recognize a VIPS partner and discuss achievements and positive outcomes

November 2018-February 2020 City of Baton Rouge District 5 City Council Baton Rouge, LA
Legislative Aide

- Manage councilperson's calendar for events and meeting requests
- Maintain a fluid and organized City Government Office. Properly route and manage constituent complaints by direct communication with city government departments. Schedule Quarterly Community Meetings and plan agendas; manage Summer Workforce Level Up youth interns and AmeriCorps intern students; place items on the City Council Agenda, regarding management of condemnations; communicate with Blight Enforcement and Neighborhood Improvement
- Attend all City Council Meetings, consult with constituents, and manage council agenda items;
- Plan and execute major annual events such as Black History Month Program at BREC, District 5 Community Bike Ride, IWE Literacy Festival at Southern University A&M College, Hispanic Heritage Celebration, food distribution of community center pantry. Includes grant writing and reporting, accruing sponsorship, budgeting, coordinating planning committee meetings, scheduling and managing performers, booking speakers, management of individual and volunteer groups, scheduling elected official appearances and media management
- Manage social media and promotion of events, and occurrences to keep the community engaged and informed; weekly digital newsletters; manage mail serve email lists; work closely with other nonprofits
- and local community organizations

January 2015-August 2016 Southern University A&M College Baton Rouge, LA
Graduate Assistant

- Assist with grant writing and student programming, perform clerical duties such as inventory, ordering supplies and data entry. Mentor undergraduate students, and support overall department
- Certified HIV/AIDS Classroom Educator for the Center for Social Research
- Sexual Violence Against Women Prevention Classroom Educator for Center for Social Research

Skills and Training: Microsoft Office, Powerpoint, Canva graphics software, Camtasia video editing software, Excel, Mail Chimp, Constant Contact, Better Impact Volunteer; typing: 70wpm, CPR certified, HIV/AIDS Certified Classroom Educator **Memberships:** AAPC, American Therapeutic Recreation Association, Southern University Alumni Association, Southern University A&M Honors Graduate