

BRIAN K. NOE

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Skills

- Proven organization and management skills in the not-for-profit sector
- Strong written, public presentation and interpersonal communication skills
- Team oriented leader
- Deep commitment to the community and to bettering the lives of people in our region

Relevant Experience

Director of Workforce and Housing Programs - C.E.F.S. Economic Opportunity Corporation, Effingham, IL 1988 to 2007

- Led and managed large regional workforce investment and housing programs with \$6 million annual budget
- Trained, led and nurtured a team of several dozen direct reports
- Interpreted and implemented complex regulations to ensure compliance with federal, state and agency policies
- Directly responsible for strategic planning, grant writing, program development, and performance evaluation
- Directly responsible for financial management, review, reporting and accountability to board and funders
- Provided support, information and analysis to Board of Directors and other community decision making bodies

Other Recent Experience

Writer, Web Developer and Consultant - Noebie Digital Media 2006 to Present

- Develop websites for businesses, individuals and community organizations
- Develop and implement content strategy including keyword research and SEO
- Develop and coordinate Social Media strategy
- Provide troubleshooting and support for management of websites, domain names and hosting
- Produce the Evernote Podcast, create premium content for Learnist.com, provide support for WordPress.com

Writer, Marketing Program Manager - BiteSize Networks, Hollywood, CA 2007 to 2014

- Wrote effective marketing materials targeting both consumers and business-to-business
- Provided analytical and technical support to independent content producers, advertisers and end users
- Produced effective, high-quality audio and video programming from script writing to post-production
- Managed social media marketing programs and topical websites, crafting daily content, interaction and analyzing impact

Education

- Bachelor of Arts in English and American Studies - Cum Laude Graduate - Millikin University, Decatur, IL
- Post-Graduate Study in Public Administration - University of Illinois at Springfield, IL

Community Involvement

- United Way Allocations Financial Review Team 2014 and 2015
- Volunteer at Center of Hope Food Pantry
- Resident Artist at Feed Arts and Cultural Center – Host of Key City Singalong
- Active Member and School Volunteer St. Joseph, Bradley
- Active Member and Webmaster of Kankakee County Branch 3035 NAACP
- Served as Board Member of the Coles County Community Mental Health Board (President for One Term)
- Served as Board Member of the Illinois Employment and Training Association (President for One Term)
- Named Statewide Workforce Investment Professional of the Year