

Nicole Franconere Ward

EXPERIENCE

Albany County Department for Children, Youth and Families (LDSS)

Deputy Commissioner

April 2020- present

- Manages departments personnel matters including recruitment and selection of personnel, labor relations, contract negotiations, employee grievances and disciplinary action, for approximately 200 staff;
- Provide direct oversight for Department's contract development and management activities including serving as liaison with the county purchasing division, Department of Law, and appropriate contract approval body
- Assist Commissioner in managing the department's daily operations including building/maintenance, space planning, and other matters requiring interface with the Department of General Services
- Assists in preparation of annual budget, maintenance of fiscal controls, and submission of financial reports to local legislative body and the State Department of Social Services
- Serve as principal investigator for all federal grants including completion of all federal reporting requirements
- Serve as liaison to county's civil service department and insures that department is following Civil Service Law
- Responsible for the evaluation of performance of staff and arranges to provide remedial training, direction;
- Coordinates activities of the Department to meet Department goals and objectives
- Oversees the Department's HIPAA compliance program
- Staff Development-position is vacant and deputy oversees the continued operation of its functions (22 months). Trainings for all staff, County Plan, Adopt a Family Program
- Oversees retention committee and safety committees

Albany County Department for Children, Youth and Families

Executive Director Youth Bureau

June 2016-April 2020

- Plans, assigns, promotes, initiates, coordinates and directs a variety of special activities to better protect and enhance the welfare of children and youth.
- Plans and prepares tentative youth bureau budgets, allocates expenditures and disbursements and recommends needed appropriations.
- Prepares annual budget in coordination with Youth Bureau Board
- Interfaces with various community program leaders and community groups and local businesses
- Conducts annual site visits to Youth Bureau funded programs
- Meets quarterly with the Youth Bureau board to develop initiative and discuss ongoing programs and community needs.
- Implements programs such as Global youth Service Day hand-in-hand with youth participants.
- Prepares funding applications for County and State youth program funding sources and pursues alternative funding sources including business and non-profit institutions through Children's Fund
- Manage annual special events such as Global Youth Service Day, Youth Recognition Awards and Life Unplugged.
- Plans, organizes, coordinates and administers a full-service youth bureau.
- Provides advice and guidance, on a daily basis, to program participants, particularly at-risk youth.
- Develops and makes recommendations on policies and programs concerning the social behavior and well-being of the community's youth.
- Oversees RHYA coordinator

Albany County Executive's Office*Executive Assistant**December 2011- June 2016*

- Preparing reports, memos, invoices, and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Handling basic bookkeeping tasks, filing and retrieving records, documents, and reports.
- Helping prepare for meetings, accurately recording minutes from meetings.
- Greeting visitors and deciding if they should be able to meet with Executive.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Organized all public hearings.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Making travel arrangements for Executive.
- Performing office duties that include ordering supplies and managing a records database.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Provide general administrative support, managing calendars and schedules of senior staff.

Albany County Chairman's Office*Confidential Secretary**June 2011-December 2011*

- Maintained confidential personal correspondence, and personnel files.
- Prepared biweekly timesheets, updated employee personal files, conducted reports of employees' time.
- Provided public information to representatives of State, Local, General Public and other agencies.
- Maintained and scheduled appointments, made necessary arrangements for conferences and meetings.
- Prepared statistical and other materials required for reports, memos and speeches.
- Prepared routine correspondence, opened and distributed mail, and filed all interoffice materials.

Academy of the Holy Names*Annual Programs Manager**September 2010-June 2011*

- Manages all aspects of the Annual Programs including the Annual Fund
- Cultivate and solicit financial support from mid-scale individual donors.
- Manage direct mail campaigns, including production of plan and timelines.
- Manage annual special events such as Boutique Noel, Race for Education and Spring Soiree, in collaboration with Advancement team.
- Coordinate with the Advancement Director in conducting donor relations activities involving major donors, including but not limited to, direct mail, special events, and workplace giving activities.
- Recruit external volunteer committees, create committee descriptions, provide support to event chairs and committee members, coordinate meetings, create event project timelines, and track event planning progress.
- Develop and solicit sponsorship opportunities, create and maintain sponsorship lists, and ensure benefit fulfillment.

Bishop Maginn High School*Director of Development and Alumni Relations**September 2004-September 2010**Director of Admissions**September 2009-September 2010*

- Organizes alumni/school events (Silent Auction, Golf Tournament, Hall of Fame Dinner, Homecoming and any Development related events) publications, ticket sales, RSVPs, seating, event set up and tear down
- Designs and oversees production of all major publications, including the *Alumni/Parent* newsletter, admissions view book, updates the School's website, and works with designers and printers to promote the school's fund and friend raising goals and activities.
- Manages all aspects of the Annual Fund (Direct Mailings, Phonathon, Major-Giving).
- Collects news and information about the members of the alumni association for publication, and keeps accurate records of the school's alumni.

- Manages all strategies and activities for donor cultivation, solicitation, and relations.
- Management of databases and all records, files, and gift processing.
- Designs all invitations and mailing for alumni events.

Bishop Maginn High School

History Teacher/Department Chairperson

September 1997-June 2004

- Taught various History Courses (NYS Regents Global 10, Honors Global 10, US History and Government), English 9
- History Department Chairperson, supervised history department staff, conducted department meetings, and developed budget for department.
- Advisor for the junior and senior classes 1997-2009, organized proms, fundraising activities, graduation events (baccalaureate mass, senior activity day) and all related publications.
- Director inter-class One Act Play competitions 1998-2000.
- Student Council Advisor, coached Mock Trial Team, Assistant Coach JV Softball Team (1998-2000), Cooperating Teacher for College of Saint Rose graduate student (2003).

EDUCATION

Georgetown University

*Fellowship Georgetown McCourt School of Public Policy
Reducing Racial and Ethnic Disparities*

Washington, DC

March 2018

University at Albany

Masters of Science in Education

Albany, NY

September 1997

Boston College

Bachelors of Arts in Elementary Education/the Child in Society

Chestnut Hill, MA

May 1996

Hudson Valley Community College

*Associates of Applied Science Early Childhood Education
Secretary Early Childhood Club
Graduated with Honors*

Troy, NY

May 1994

AFFILIATIONS/INITIATIVES

Albany County Youth Bureau Board

Ex officio Member

June 2016- 2020

Capital District Youth Bureau Association

President

January 2019-2020

Vice-President

January 2017-December 2018

New York State Association of Youth Bureaus

Board Member

January 2019-2020

Youth Leadership Forum co-chair

November 2019-2020

Training Committee Member

2018-2020

New York State Runaway & Homeless Youth Advisory Committee

Member

June 2016- 2021

Capital Region Advisory Board on Youth Homelessness

Board Member

June 2016-2022

Albany County RED Action Team

September 2018- 2022

Albany County Juvenile Justice Steering Committee

September 2019-present

Commercial Sexual Exploitation of Children (CSEC) Critical Training Team

June 2017- 2021

Middle States Accreditation Team Development Committee

Chair

September 2010- 2011

Strategic Planning Team Development Committee

Chair

September 2010- 2011

COMPUTER SKILLS

Power School, Raiser Edge 7, QuarkXPress 7, Excel, Microsoft Word, Power Point, Microsoft Publisher, Photoshop, Munis, Kronos