

KEISHA LUCE

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PROFESSIONAL EXPERIENCE

The North Country Chamber Players · Littleton, NH **Grant Writer and Organizational Support** · April 2007 – Current

Responsible for promoting programs, researching and submitting grant proposals, and carrying out programming and fundraising initiatives.

- Co-developing and securing grant funding for a children's concert on composer Amy Beach scheduled for the fall of 2008.
- Working with the Strategic Planning Committee to develop a three year strategic plan and undertake a fundraising audit and endowment feasibility study.
- Secured grant funding for strategic planning initiatives and three-year development plan.

Littleton Area Senior Center · Littleton, NH **Program Director** · August 2006 – Current

Responsible for developing monthly cultural, educational, and artistic programs for nine communities in northern New Hampshire. Highlights include:

- Developed and secured funding for *Mindful Things: Exploring Memory Loss through Science and Art*, an intergenerational series of lectures, writing workshops, and performances surrounding memory loss. Named an exemplary, far-reaching, and model program by the NH State Council on the Arts.
- Planned and executed press events with New Hampshire Public Radio, newspaper features in New Hampshire and Vermont publications, and designed and distributed posters and flyers.
- Developed and secured funding for *You Come Too: New England Author Series*, an intergenerational program bringing together senior citizens and high school students to explore the sense of place in poetry, fiction, and essay with nationally recognized New England authors.

The Frost Place – A Center for Poetry and the Arts · Franconia, NH **Assistant Director** · 2003 – 2006

Was responsible for the operation of an historic museum, developing and directing youth programs, coordination of nationally recognized writing programs, grant writing and marketing.

- Developed graphic identity for all print materials; including logo, letterhead, posters, advertisements, and brochures.
- Edited biannual newsletter that was distributed to the community.
- Handled publicity for the organization including features on ABC's Good Morning America, WMUR's New Hampshire Chronicle, National Public Radio's Storylines, New York Times Travel Section, LA Times, and Victoria Magazine, as well as all local newspapers and local cable access Channel 2.
- Secured grant funding for historic preservation, general operating expenses, and program development.
- Maintained and updated national donor database, and was responsible for donor acknowledgement and outreach.
- Served as director and coordinator for three day residential conference for young poets throughout New England including hiring faculty, developing budgets and designing a matrix for scheduling workshops and events.
- Directed and coordinated in-class writing workshops for ten elementary, middle and high schools throughout Northern New Hampshire.
- Provided administrative support for three week-long nationally recognized writing programs accommodating between 24 – 60 participants.
- Oversaw historic preservation project including the development of long-range work plans, budgets, hiring of tradespeople, and reporting progress to the Board of Directors.

COMMUNITY SERVICE AND AWARDS:

- Board Member, Arts Alliance of Northern New Hampshire - 2008
- Dartmouth College Arts and Science Alumni Award Recipient - 2007
- Fulbright Fellowship Finalist - 2007
- Vermont Studio Center Artist Grant Recipient - 2007

EDUCATION:

Dartmouth College, Hanover, NH
Master of Arts in Liberal Studies, Creative Writing Concentration - Degree Candidate

College of the Atlantic, Bar Harbor, ME
Bachelor of Arts in Human Ecology - June 2002