

## Vita of Linda H. Carter

### Contact Information:

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### ACADEMIC BACKGROUND

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| 1973 | Alcorn State University<br>Lorman, MS<br>B.S. Degree, Business Administration      |
| 1984 | Jackson State University<br>Jackson, MS<br>Graduate Study, Business Administration |
| 1993 | Tufts University<br>Medford, MA<br>Management/Community Development Institute      |

### CERTIFICATIONS

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|------|--|
| 1998 | Mississippi Home Corporation Low Income Housing Tax Credit   |
| 1996 | Southern Building Code Congressional International Rehabilitation<br>& Housing Principles and Code Application |
| 1996 | Federal Fair Housing Law Seminar/Service Plus Training Institute   |
| 1995 | Management Seminar for Non-Profits   |
| 1994 | Supervisory and Management Training  |
| 1993 | Performance Appraisal System   |
| 1992 | Supervision for Women  |
| 1990 | Community Development Specialist, Area HUD Office  |
| 1989 | Micro Computer Training  |
| 1981 | Transportation Planning  |

### PROFESSIONAL EXPERIENCE

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|---------|---|
| Present | <b><i>Executive Director</i></b><br><b><i><u>West Jackson Community Development Corporation</u></i></b><br>Responsibilities include but are not limited to: |
|---------|---|

- Overall management and supervision of all fiscal and programmatic operations in the organization
- Supervision of managing staff persons and programs
- Acting as the liaison between the funding sources, clients, government organizations and the community at large and agency
- Maintaining the integrity and accountability of the organization in the residential and professional community
- Developing and implementing policies and procedures to ensure fiscal, programmatic, and organizational compliance
- Acting as signatory authority for grants and programs funded from agencies including: US Department of HUD, US Office of Juvenile Justice, US Department of Health and Human Services, MS State Department of Health and Human Services, MS State Department of Education, MS State Department of Public Safety, Partnership for a Healthy Mississippi, and the City of Jackson

1991 - 2004 ***Deputy Director and Director of Human Services***  
**West Jackson Community Development Corporation**

Responsibilities included:

- Supervising the administrative staff and AmeriCorp volunteers
- Implementing housing programs, including: first time home buyers program; rental rehabilitation program; rehabilitation of owner-occupied homes and multi-family projects; homeownership counseling and education programs; and fact finding and research activities for housing information such as housing markets, substandard housing, etc.
- Monitoring and evaluating the agency's programs, fiscal and accounting management, contract compliance, grants management, eligibility determination, statistical analyzation, and labor standards administration and procurement
- Fund raising and development
- Preparing and submitting grant applications to federal, state, local, and philanthropic funding sources
- Implementing the goals and objectives of the agency
- Acting as a liaison between the agency and governmental bodies, civic groups, neighborhood associations, and faith and community based groups, as well as the community at large

1986 - 1991 ***Project Coordinator***  
**West Jackson Community Development Corporation**

Responsibilities included:

- Developing and creating West Jackson Community Development Corporation, including: assisting in obtaining 501(c)(3)tax

exemption status; developing the accounting system, and fund development

- Preparing and submitting grant proposals to federal, state, local, and philanthropic organizations

1986

***Program Monitor***

**City of Jackson**

Responsibilities included:

- Monitoring, evaluating and reviewing the following programs: Community Development Block Grant (CDBG), Business Revolving Loan Fund Program, Urban Development Action Grant, Land and Water Conservation Fund, Historic Preservation, Economic Development, Section 312 Loan Housing Rehabilitation, Rental Rehabilitation, Concentrated Housing Rehabilitation, Limited Emergency Repair Program, Housing Development Action Grant, Small Business Bonding Program, and Emergency Shelter Grant Program
- Supervising staff, fiscal and accounting management, contract compliance, grants management, eligibility determination, statistical analyzation, and labor standards administration and procurement
- Designations included: Labor Standards Officer, Contract Compliance Officer, and Procurement Officer
- Implemented the 1989 Comprehensive Homeless Assistance Plan
- Planned and conducted monthly status report meeting with department leaders
- Submitting HUD contractor/subcontractor activity report, finance/draw down reports, memos, and other correspondence

1984 - 1986 ***Accountant***

**City of Jackson**

Responsibilities included:

- Overall financial management of the department budget of more than \$5 million
- Compiled and prepared employee time sheets, payroll, account receivables and account payables
- Recorded financial transactions such as housing rehabilitation disbursements, loan disbursements, etc.

1976 - 1984 ***Youth Development Coordinator***

**Hinds County Human Resource Agency**

Responsibilities included:

- Directing and administering activities for the Youth Development Training participants
- Working with the community organizations and the Private Industry Council in developing, implementing, and operating employment and training programs involving federal and state funds for the purpose of meeting the needs of under- and unemployed residents

- Establishing a rapport with other agencies, governmental units, and the professional and residential communities
- Supervising administrative staff, clerical personnel, and volunteers

### **AFFILIATIONS**

Delta Sigma Theta Sorority, Inc.

Board Member, Metro Jackson Long Term Recovery Task Force

Board Member, Metro Parkway Commission

Board Member, Common Bond - Stewpot Community Services, Inc.

Member, True Light Missionary Baptist Church

President, True Light Missionary Baptist Church Choir

Member, Southern Building Code Congress International, Inc.

State of Mississippi Real Estate License

Member, SCLC

Mississippi Consortium for International Development

American Society for Public Administration