

Noelle Kischer-Lepper

Profile

Motivated, responsible, trustworthy, successful, personable, courteous municipal professional with track record of over twenty-five years of quality service to the public in various capacities. Accustomed to handling sensitive, confidential and proprietary information. Demonstrated history of producing quality written reports, recommendations, analyses, memoranda, marketing copy and ordinances. Public speaking skills include media interviews; community meetings, workshops and hearings; City Council meetings; and presentations to large audiences. Diplomatic and tactful with professionals and non-professionals at all levels. Poised and competent with demonstrated ability to easily transcend cultural and socio-economic differences. Successful in environments with tight deadlines. Flexible and versatile, able to maintain a sense of humor under pressure. Excellent problem-solving and team-building skills. Adept at building beneficial, productive internal and external relationships.

Skills Summary

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|------------------------------|------------------------------------|-----------------------------|
| ◆ Public Policy | ◆ Community & Economic Development | ◆ Municipal Administration |
| ◆ Project Coordination | ◆ Relationship Building | ◆ Regulatory Interpretation |
| ◆ Report Preparation | ◆ Organizational Leadership | ◆ Conflict Resolution |
| ◆ Written Correspondence | ◆ Marketing & Public Relations | ◆ Community Engagement |
| ◆ Professional Presentations | ◆ Grantwriting | ◆ Legislative Relations |
| ◆ Research | ◆ Grants Management | ◆ Land-use Planning |
| ◆ Sustainability | | ◆ Ordinance Development |

Professional Experience

CITY OF WAUKEGAN, ILLINOIS

- ◆ Director of Policy & Projects, Office of the Mayor – May 2011 to present
 - Sounding board and advisor to Mayor
 - Key member of Mayor's management team
 - Manage projects on behalf of the Mayor
 - Key member of economic development team, environmental team, waterfront working group
 - Work closely with staff, consultants, Corporation Counsel
 - Make reports and recommendations to Mayor and City Council
 - Represent the Mayor and City of Waukegan at meetings and events
- ◆ Legislative Liaison, Office of the Mayor – May 2010 to May 2011
 - Represented the Mayor and City of Waukegan at meetings and events
 - Coordinated relationships between City and external organizations
 - Coordinated relationship with federal lobbyists
 - Served as clearinghouse for all grants-related information citywide
 - Assisted public and staff with problem-solving
 - Staff Liaison to City Council
- ◆ Senior Planner, Department of Planning & Zoning – September 2000 to May 2010
 - Lead staff person on team to develop award-winning master plan for downtown and lakefront
 - Worked with developers and business owners to bring economic development projects to successful fruition
 - Coordinated and worked as part of staff teams in development of variety of ordinances
 - Key member of environmental/brownfields team
 - Made reports to upper management, commissions and City Council

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- Staff liaison to Waukegan Renaissance Commission to implement downtown-lakefront master plan
- Assisted public with zoning issues
- Designed and delivered presentations to the public
- Communicated difficult concepts to public in layman's terms to facilitate understanding
- Represented City of Waukegan at meetings and events
- Oversaw office operations, trained staff, ensured proper recordkeeping including accounts payable and receivable and payroll, ensured excellent customer service by other personnel

- ◆ Special Events Director, Office of Special Events – March 1992 to August 1993
 - Managed all special events sponsored by City of Waukegan
 - Negotiated contracts with performers, vendors and contractors
 - Managed accounts payable and receivable, personnel and payroll
 - Represented City of Waukegan on event committees for outside organizations
 - Emceed events

- ◆ Compliance Coordinator, Community Development Block Grant – Oct. 1990 to Sept. 2000
 - Managed federal grant programs on behalf of City of Waukegan
 - Reviewed grant applications, developed and awarded contracts for subgrants
 - Monitored subgrantee performance under contracts via site visits and document reviews
 - Developed consolidated grant application for nonprofits to apply for funding through four funding sources: Cities of Waukegan and North Chicago, Lake County and United Way of Lake County, making the application process significantly easier and more cost-effective for applicants
 - Created Stakeholder Participation Panel to involve members of the community in reviewing grant applications and awarding funding to the most qualified applicants
 - Created innovative programs to receive federal funding, including Waukegan's Mobile Police Substation (a police station on wheels) and Waukegan Fire Safety House
 - Worked closely with City and US Department of Housing and Urban Development staff, nonprofit agency representatives and the general public
 - Promoted from budgeting assistant to community development assistant to compliance coordinator

PROVIDENT VENTURE CORPORATION, WAUKEGAN, ILLINOIS

- ◆ Bookkeeper – May 1986 to October 1990
 - Accounts payable and receivable, rent collections, administration, operations

** In addition to the above employment, I operated businesses in divorce mediation (partnership), grantwriting (sole proprietorship), and voiceover (sole proprietorship) between 1993 and 2010. **

Boards & Associations (current)

Lake County Workforce Development Board (LCWDB) – board member

LCWDB Marketing & Employer Linkages Committee – committee member

Education

NORTHWESTERN UNIVERSITY – Evanston, Illinois September 2010 – December 2013
Master of Arts – Public Policy and Administration

BARAT COLLEGE – Lake Forest, Illinois September 1986 – May 1990
Bachelor of Arts – Management & Business, Marketing concentration, English & Psych emphasis