

Donna K. Thornton, MBA

622 Northwest Drive ♦ Davidson, NC 28036

704-892-9514(H) ♦ 703-994-1597(M)

Email: dkt4biz@aol.com

SENIOR DIRECTOR OF TRAINING AND DEVELOPMENT

A goal oriented, mission driven, mature executive who has more than 25 years of experience leading people, programs, and organizations with a solid record of accomplishments.

SPECIFIC ACCOMPLISHMENTS

- Managed an annual operating budget of 1.2 million, staff of 125 with less than 20% turnover rate.
- Solicited and received over \$850,000 unrestricted educational grants for implementing instructional training and educational publications.
- Coordinated and executed Protecting Children from Infection, A Guide for Day Care Providers, a national direct mailing training CEU supplement to 100,000 programs nationwide.
- Designed and implemented *Surviving the Staffing Crisis* – a national training program for executives.
- Developed 30 child care centers; secured 7.5 million in bank and private financing for private and non-profit organizations.
- Conducted over 150 advanced management-training seminars for child care professionals and administrators.
- Designed child care administration curriculum to increase Human Resources effectiveness.
- Coordinated national training events – negotiated presenters contracts
- Implemented a national training program for child care management.
- Consulted and trained for major child care chains and non-profit agencies.

NOTABLE ACCOMPLISHMENTS

National Keynote Speaker and Trainer for Early Care and Education 1989-present

Adjunct Professor, Radford University College of Ed. Studies 1999-2001

Accreditation Commissioner, National Accreditation Commission 1994- 2000

Contribution Writer, Association of Christian Schools International,

Child Care Information Exchange, Professional Connections 1993-2003

Guest, CBS News This Morning 1998

Member, Toastmasters International 2004

National Trainer, *DiSC® Dimensions of Behavior* 2004-present

SKILLS

Exceptional Interpersonal and Human Relations Skills. Master Facilitator, Trainer and Instructor of Adult Learners, Effective in Manpower Planning, Budgeting Planning and Executing. Keenly acute to Problem Identification. Strong Consultative and Teambuilding Skills. Excellent Customer Service. Advanced Writing and Communication abilities. Strong customer focus and effective leadership skills. Articulate and Socially Acute.



Education

Masters in Business Administration,
Averett University, Danville, VA 1998

BS, Management of Human Resources
Bluefield College, Bluefield, VA 1995

Honors

Gubernatorial Appointee

Virginia Child Day Care Council
Honorable George Allen, 1995- 1998
Honorable James Gilmore, 1998-2002
Honorable Mark Warner, 2002
Term ending June 2005

Legislative Assistant

House Majority Leader Morgan
Griffith, VA General Assembly
1/2002- 3/ 2002

Chapter President

Radford University NAEYC
1990-1992

Small Business Leader of the Year

Chamber of Commerce
Montgomery County, VA - 1988

References

Lynnette McCarty,
President, National Association of
Child Care Professionals
360.866.8155

Rob McClelland,
Dean, Nyack Campus DC
202.220.1300

Rev. Eddie Trayers,
Pastor, Family Worship Center
703.455.7729

CAREER EXPERIENCE

Nyack College, Washington DC Campus

8/2002- 12/2004

Director of Adult Degree Completion Program/ Adjunct Professor

Managed an accelerated adult degree completion program. Scheduled adjunct professors, issued employment contracts. Held Student/Faculty Orientations. Responsible for the campus and presented the college in absence of the Dean. Developed policies and training programs for new hires. Setup a career and counseling service for students. Revised faculty recruitment strategies. Updated marketing materials, and hired/trained staff. Instructor-for Business, Finance, Business Writing Courses.

Associates in Human Development, Inc., Christiansburg, VA

8/2000-3/2004

President/CEO

Provided executive trainings and consultation for child care centers. Evaluated and designed operational and personnel policies, and procedure manuals. Prepared aggregate reports for administrative review. Offered technical assistance and practical methods for implementing organizational change. Designed and published Administrative Training Curriculum for Early Care Administrators Practice. Developed and issued requests for training grant proposals, developed criteria for grant review process. Traveled 60% of time. Managed team of six.

The National Association of Child Care Professionals, Austin, TX 8/1994-8/2000

Executive Director

Executive Director for a 3,000 member national organization. Responsible for the day-to-day operation of national office, supervision of staff /volunteers with less than a 20% annual turnover rate. Responsible to a board of directors. Initiated national survey to assess administrative deficiencies. Analyzed data, developed, implemented comprehensive training program for early childhood providers. Implemented strategic planning, developed five year growth projection and organizational goals. Membership increased from 400 to over 3,000 in four years. Executed annual national conferences and multiple statewide trainings seminars. National conference attendance grew from 200 to 850 within six years. Established the State Liaison Program that gave child care directors professional growth and leadership opportunities. Prepared annual budget for Board of Directors. Managed 1.2M budget annually. Solicited corporate contributions, issued grants and prepared RFPs. Increased Grant contributions from \$10,000 annually to \$550,000 respectively. Hired and trained paraprofessionals, revising personnel policies, and writing position descriptions. Led website team and technicians. Wrote press releases, and held media interviews.

- *Published **Professional Connections**.*
- *Traveled 60%*
- *Membership increased 800%*
- *Grants increased by 1,200%.*
- *Training attendance increased by 450%.*

Child Care Consultant Services, Inc., Christiansburg, VA

5/1989-1994

President/Owner

Responsible for a large network of child care centers/ 850 children daily in 13 locations. Managed 125 staff with less than an annual 20% turnover rate. Developed child care programs for public school, churches and private individuals. Collectively producing 30 programs. Provided training for *Head Start*, Resource and Referral Agencies, national chains, franchisees, private owners and administrators.

Tiny Tots Day Care Center, Christiansburg, VA

4/1976- 1989

Owner/Administrator

Opened county's first state licensed child care center. 60 children/10 staff. Opened six locations serving 550 children by 1985.