

**From:** noreply@civicplus.com  
**To:** [Shawna M. Allen](#); [Michelle Culp](#)  
**Subject:** Online Form Submittal: City of Battle Creek Board and Commission Application  
**Date:** Thursday, July 26, 2018 11:18:45 PM

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Email sent from outside of the City of Battle Creek. Use caution before clicking links/attachments.

## City of Battle Creek Board and Commission Application

City of Battle Creek Board and Commission Application  
*Please select the board(s) or commission(s) on which you are interested in serving. This application will remain active for one year from the date of receipt.*

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View descriptions of each board at the link [Boards and Commissions descriptions](#)

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Boards and Commissions	City Commission (see description for details, linked above)
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First name	Jill
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Last name	Anderson
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Home address	12 Lakeside Dr.
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City	Battle Creek
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State	MI
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Zip code	49015
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Email address	jillandersongrants@gmail.com
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Home phone	928-830-2723
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Work phone	928-830-2723
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Cell phone	928-830-2723
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Do you live in the City of Battle Creek?	Yes
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For how long?	since August 2016
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Are you at least 18 years of age?	Yes
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Current occupation (students, list school activities)	Consultant (exhibit curation, historic preservation, research projects)
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Employer and work address (students, list school)	Self-employed; 12 Lakeside Dr. Battle Creek, MI 49015
Educational background/degrees (students, list current year in school)	Lakeview HS; University of Michigan (BA); University of Wyoming (Cert); ECOSA (Cert)
List any appointed positions, boards, commissions, or committees on which you have served, and years of service	Teton County Historic Preservation Board (2 terms, then hired on as staff member); TRHT (Narrative Change Committee, 1 year); KHOL Board Member (1 year); Mountain Artists Guild & Gallery (2 years);
List any organizations to which you belong (professional, technical, community, nonprofit; students, list school organizations)	SURJ volunteer; VOCES volunteer; Battle Creek Community Foundation (consultant); Gilmore Keyboard Festival (consultant); Calhoun County Visitors Bureau (consultant)
Briefly state why you wish to serve, and why you believe you are qualified for the position	I have a wide variety of experience working and volunteering for non-profits. I served in an appointed position on a county board, and was a board member for several organizations. I believe my networking, design, and problem-solving skills will benefit the community. I grew up in Battle Creek, and returned about 2 years ago to be closer to my family in Battle Creek. I am an active community member and have many connections in the Battle Creek area through my job, volunteering, my neighborhood, and my family.
Attach additional information	<a href="#">Anderson Resume 7.26.18.pdf</a>
Electronic Signature Agreement	I agree.
<i>By signing this form, you acknowledge that any or all information on this form may be verified, and consent to the release of this information for publicity purposes.</i>	
Electronic Signature	Jill M. Anderson
Date	7/26/2018

# Jill Anderson

12 Lakeside Drive, Battle Creek, MI 49015 (928) 830-2723 jillandersongrants@gmail.com

## AREAS OF EXPERTISE

- Creative Community Marketing
- Non-Profit Administration and Consulting
- High-End Clientele Customer Service
- Grant and Content Writing
- Museum and Special Exhibit Curation
- Public Education

## PROFESSIONAL EXPERIENCE

- Jill Anderson Grants Consulting – Battle Creek, MI *October 2017 - present*  
Battle Creek Community Foundation, Gilmore Keyboard Festival, Calhoun County Visitors Bureau  
**Special Projects Consulting – Historic Preservation / Curation / Arts Marketing**
- Robert Half and Aerotek for the W.K. Kellogg Foundation – Battle Creek, MI *November 2016 – September 2017*  
**Program Specialist for Truth, Racial Healing and Transformation / Archive Specialist**
- Marketing Diva Extraordinaire – Prescott, AZ  
**Consultant for Art Museum exhibit placement** (Artist: Julie Comnick) *January 2015 – August 2016*  
**Consultant for Art Marketing** (Artist: Heather Johnson Beary) *August 2015 – August 2016*
- Yavapai Big Brothers Big Sisters - Prescott, AZ *July 2014 - March 2015*  
**Director of Marketing / Director of Volunteer Recruitment**
- Prescott College - Prescott, AZ *April 2007 - January 2013*  
**Associate Director of Admissions**
- Harger & Hoyt / CTA Architects Engineers - Jackson, WY *December 2003 - April 2006*  
**Office Manager**
- Jackson Hole Historical Society and Museum - Jackson, WY *January 2001 - December 2003*  
**Curator of Collections**
- Wyoming Territorial Prison – Laramie, WY *July 1999 – December 2000*  
**Curator of Collections** (National Endowment for the Arts Grant Position)
- Laramie Plains Museum – Laramie, WY *June 1998 – December 2000*  
**Curator of Collections**
- Michigan Theater - Ann Arbor, MI *January 1995 - May 1997*  
**House and Live Event Manager**

## EDUCATION

- University of Michigan** - Ann Arbor and Pellston, MI *August 1992 - May 1997*  
Bachelor of Arts, English Literature / Anthropology
  - Core member of the Natural History Writers' Project at UM Biological Station, an experiential pilot program
  - Areas of study: Writing, Art History, Women's Studies, Anthropology, Film, Ecology
- University of Wyoming** - Laramie, WY *May 1996 - August 1996*  
Certificate of Archaeology
- Ecosa Institute** - Prescott, AZ *January 2013 - May 2013*  
Certificate of Regenerative Ecological Design

## TECHNICAL AND SPECIALIZED SKILLS

- Event Planning
- Traditional Print Marketing
- Public Speaking
- Grant Software: Encompass
- College Admissions Software: Talisma, Power Campus
- Community Education
- Nonprofit Board Administration
- Scheduling (Outlook)
- TV / Radio Commercial Design
- Acting
- Microsoft Office Suite
- Donor Perfect, Concur, SAP
- CPR / First Aid Certification
- 15-Passenger Van Certification
- Typing - 72 Words Per Minute
- Archive Management
- Racial Healing Training
- Grant Writing
- Social Media Marketing
- Digital Photography
- Project Management
- Section 106 Compliance
- Mac and PC Literate

## VOLUNTEER ACTIVITIES

- Recruitment** – Battle Creek, MI *October 2017 - present*
- Membership, recruitment, and voter registration for Calhoun County Democratic Party
  - Co-chair of Membership Committee for Rotary
- Archive Creation** – Denver, CO *October 2017 - present*
- Historical Research for Matthew Shepard Foundation, a non-profit foundation focused on hate crime legislation
- Anti-Racism Education** – Battle Creek, MI *October 2017 – December 2017*
- Attended six-day ‘Doing Our Own Work’ anti-racism training for white people presented by Allies for Change
- Event Coordinator** - Prescott, AZ *January 2016 - March 2016*
- Consulted for Veterans for Peace, the Quad-City Interfaith Coalition, and the Prescott College Master of Social Justice Program to coordinate a presentation by activist Sister Megan Rice and Chief Academic Officer at Embry Riddle Aeronautical University Professor Richard Bloom on ‘Life With Nuclear Weapons’
- Social Media Marketing** - Prescott, AZ *June 2015 - August 2016*
- Kickstarter Campaign volunteer member and gardener for Milagro Arts Center
- Public Educator** - Prescott, AZ *August 2012 - August 2013*
- Certified as a Climate Leader at San Francisco training by The Climate Reality Project
  - Gave 10 presentations about Climate Change during 2012 and 2013
- Board Member** - Jackson, WY *January 2005 - December 2005*
- Served as board secretary and grant writer for start-up non-profit FM radio station KHOL
  - Wrote and submitted successful FCC Operations grant
- Board Member** - Jackson, WY *July 2002 - March 2007*
- Appointed by Teton County Commissioners to the Teton County Historic Preservation Board; Secretary and Treasurer
  - Historic Registration Nomination, legislation drafting for local ordinances, grant writing
  - Became paid administrative staff member from 2005-2007