

Catherine Barufaldi, MPA, SPHR

EXPERIENCE

- 2009-present **EXPLORE SCHOOLS, INC.** Brooklyn, NY
Managing Director, Talent
- Define and execute the strategic vision to recruit, select, and develop all staff for a growing, \$20M network of four charter schools
 - Maintain human resources legal compliance for over 150 employees
 - Design and manage a comprehensive staff benefit package, including health, disability, and retirement
 - Support, manage and evaluate a team of six staff members
 - Partner with senior leadership to set strategy for effective growth through 2020, including the acquisition of 350 additional staff members and leaders
- 2007-2009 **EXPLORE CHARTER SCHOOL** Brooklyn, NY
Chief Financial & Human Resources Officer
- Developed and managed the school's \$6M+ budget, fiscal policies, and annual financial audit
 - Responsible for all human resources functions for 65 fulltime staff members, including comprehensive benefits, 403(b), and compliance with local, state, and federal employment laws
 - Worked with the Board of Trustees on issues of compliance, compensation, and financial management
 - Supported development efforts, including grants management and fundraising events
- 2003-2007 **THE CHILDREN'S AID SOCIETY** New York, NY
- 2005-2007 **Assistant Division Director, City & Country Branches**
- Developed and managed the Division's \$20M+ budget, which represented 60+ programs across 13 sites funded through 50+ distinct grants.
 - Managed division operations, as well as the operational support of the agency as a whole.
 - Program oversight of 11 Early Childhood locations serving 2,500 children, one community center and CAS's multi-site Chorus program.
 - Responsible for program compliance with private and public funding contractual requirements.
- 2003-2005 **Director, Rhinelander Children's Center**
- Comprehensive oversight and leadership of the Center's four programs, 60 staff members, \$1.5M budget, and facility.
 - Maintained positive relationships with a variety of stakeholders, including children, parents, community members, funders, and members of the Children's Aid Society community.
 - Engaged, managed, and developed the Center's 15-member Advisory Board, including the recruitment of three active new members.
 - Successfully raised over \$500,000 to support Center programming, through public and private proposals and an annual benefit.
 - Provided operations oversight, systems management, and staffing support to the summer day camp in Chappaqua, New York, serving 400 children daily.
- 2002-2003 **SAFE HORIZON, INC.** New York, NY
Administrative Director, Youth Programs Division
Administrative Director, Research and Evaluation Division
- Responsible for the development and management of 25 grants, in excess of \$2M, across two divisions.
 - Effectively supervised two administrative staff members and two program managers.
 - Assured divisional compliance with agency guidelines for purchasing, communications, finance, management, development, and human resources.
 - Managed the partnership between the divisions and the agency at large.
 - Acted as in-house program consultant for tactical and strategic issue resolution.
 - Lead strategic plan development for Youth Programs division.
 - Created program, project and budget submissions for public and private funding proposals.

2000-2002

NEW YORK UNIVERSITY

New York, NY

Steinhardt School of Education, Metropolitan Center for Urban Education

Site Director, Renaissance After-School Program, P.S. 195, P.S. 196 and P.S. 197

- Created, from the ground up, an arts and literacy program for 350 Kindergarten – 4th grade students.
- Following the success of initial program year, increased the number of children served from 350 to 600.
- Managed the day-to-day operation of the program, including scheduling, staffing, student enrollment and attendance, and student arrival and dismissal.
- Hired and supervised a diverse staff of 70 educators, college and high school students, and community members.
- Directed a comprehensive professional development program for staff members, with experts from within and outside our organization.
- Developed and maintained alliances with the schools' administrators, program funders, parents, and community members.
- Managed a partnership with The American Museum of Natural History, including a science-based curriculum and weekly field trips to the Museum.

1996-1998

TEACH FOR AMERICA

Houston, TX

Reading Teacher, R. H. Fonville Middle School

- Successfully implemented specialized instructional strategies to address the needs of the English as a Second Language student majority.
- Managed a team of five subject area teachers.
- Designed and piloted, with a team of seven educators, SixStart, a Federally-granted summer school program for students entering sixth grade.
- Initiated, developed, and taught English classes for adults in the community.

EDUCATION

NEW YORK UNIVERSITY

New York, NY

Robert F. Wagner Graduate School of Public Service

Master of Public Administration, Public Policy, 2000

AUSTIN COLLEGE

Sherman, TX

Bachelor of Arts, English and Psychology majors, Philosophy minor, 1995

ADDITIONAL

- Computer proficiencies include Microsoft Word, Excel, Access, and PowerPoint; SPSS statistical software; Raiser's Edge development package; and Taleo recruiting software
- Certified Secondary English teacher in Texas and New York
- American and Irish dual citizenship—able to work throughout the United States and European Union.