

**COUNTY BOARDS, COMMISSIONS AND COMMITTEES**

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**Instructions**

You may fill out this application on-line by tabbing between fields and selecting the green Submit at the bottom once complete.

If you prefer to submit a paper application you can select the Print button at the bottom of the page. Printed applications require an original signature and date noted. Any additional documents will need to be attached and then mailed to the address at the bottom of the form.

Must be a resident of Nevada County to apply.

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**Profile****Which Boards would you like to apply for?**

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Adult and Family Services Commission: Submitted

Question applies to multiple boards

**Confirm your desired member position:**

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Public

**Incumbent?**

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☒ Yes ☐ No

Kimberly

First Name

Grant

Last Name

Home Address

Suite or Apt

Grass Valley

City

CA

State

95949

Postal Code

**Mailing Address (if different from residence)**

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**Business Address (Optional)**

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**Supervisory District 1 through 5 (Available from Election Office, 265-1298)**

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☒ District 2

**Time(s) available to attend meetings (days, evenings, etc.)**

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I am available days and/or evenings Monday-Friday.

Email Address

Kimberly Grant

## Business Email Address

[Redacted]

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

## Are you currently employed with the County of Nevada?

☐ Yes ☒ No

## Interests & Experiences

**Experience:** A resume, or additional sheets, may be attached containing any information that would be helpful to the Board in evaluating your application.

## Education/Employment Experience

I am currently the Director of Business Operations at Hospitality House handling everything from contracts, grants to everyday financial decisions. I have a background in non-profit accounting. I began my career business office of Jacobs School of Music at Indiana University. After that I became the Office Manager of a Title X family planning clinic ran by the Monroe County Health Department. In 2010, I moved to California from Indiana with my husband, Chris and two daughters to be closer to my in-laws. My passion for the environment and sustainability led me to obtain my NABCEP certification in Photovoltaics from Sierra College in 2012. After finishing Sierra College, I continued my education to become a HERS rater in 2013. I was the owner of Grant Consulting from 2013 - 2020 providing home efficiency audits and energy efficiency consultations. In 2014, I became the Executive Director of the Placer Nature Center in Auburn, CA.

## Community Experience and Affiliations

While my kids were young, I participated in school events and committees. I was President of the Parents Teachers Club for Cottage Hill Elementary in Grass Valley for 2 years. I organized and participated in Fall Family Fun Night for 3 years. I was President and Treasurer of Magnolia Middle School for 2 years. I have acted as a volunteer for Hospitality House in 2011. I have also volunteered with the Master Gardeners and Bear Yuba Land Trust.

## List any other County boards, commissions, or committees on which you have served:

I served as a member of the Outcomes and Measurements committee for the Homeless Resource Council of the Sierras (HRCS). This committee evaluates non-profits receiving funding through HRCS. Evaluation's include grant financial and program compliance.

## Other experience you feel would be helpful to the Board of Supervisors in making this appointment:

I have over 15 years of experience with grant administration and compliance. I have created and managed programs for children during my years at the Placer Nature Center.

## References: Please list two references with telephone numbers

[Redacted]

[Redacted]

Upload a Resume

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## Agreement

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**Applicants may be required by State Law and County Ordinance to file a financial disclosure statement as part of the appointment process. The form may be viewed at <http://www.fppc.ca.gov>. An Oath of Office will be required upon appointment. I have reviewed the Financial Disclosure Statement requirement.**

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☒ I Agree

Applications must be filed with:

**Clerk of the Board of Supervisors - County of Nevada  
950 Maidu Ave.  
Nevada City CA 95959-8617.**

This application is a public document.

**Document-16360 Rev 1/2008**

## **Professional Summary**

Results-oriented professional with a demonstrated history of success in administrative roles across diverse industries, including healthcare and academia. Known for driving efficiency and optimizing processes, particularly in client services, database management, and financial administration. Adept at navigating complex organizational structures, maintaining confidentiality, and ensuring compliance with regulatory standards. Strong communicator and team player with a commitment to delivering high-quality service and contributing to organizational success.

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## **Work Experience**

### **Director of Business Operations**

*Hospitality House, Grass Valley, CA*  
2021 – Present

- Oversee accounts payable/receivable, ensuring accuracy in invoice management and timely payments.
- Approve financial transactions and validate expense codes in QuickBooks.
- Conduct month-end closings, including reconciliations, journal entries, and accruals.
- Prepare and present financial reports for Executive Director and Board Treasurer.
- Develop annual operating budget and financial proformas to assess project feasibility.
- Update financial policies to ensure best practices and compliance.
- Supervise data integrity, internal controls, and accounting methodologies.
- Ensure compliance with government contracts and timely submission of public reports.
- Conduct insurance policy audits to ensure adequate coverage and competitive pricing.
- Maintain calendar of financial and reporting deadlines.
- Research and evaluate grant opportunities, providing recommendations to Executive Director.
- Write and submit grant proposals, ensuring timely and accurate reporting.
- Manage grant tracking calendar and communication among staff involved in grants.
- Attend grant workshops and seminars, ensuring adherence to contractual obligations.
- Oversee Facilities and Maintenance Program through delegation.
- Participate in leadership team and staff meetings, staying abreast of best practices.
- Engage in employee disciplinary actions and performance evaluations.

### **Office Assistant**

*Chuse Right Industries, Grass Valley, CA*  
2016 – 2021

- Performed general clerical duties, such as customer service, data entry, sorting and filing.
- Handled bookkeeping, accounts payable, and accounts receivable.
- Scheduled customer pickups and drop-offs.
- Organized workflow and tasks to field employees.
- Implemented scheduling with efficiencies and cost savings in mind.

**Executive Director**

*Placer Nature Center, Auburn, CA*

2014 – 2016

- Led program, organizational, and financial planning with staff, volunteers and the Board of Directors.
- Ensured compliance with federal, state, and local regulations.
- Publicized organizational activities and established community relationships.
- Managed staff recruitment, employment, and volunteer coordination.
- Developed job descriptions, conducted performance evaluations, and implemented HR practices.
- Wrote and managed grants, including subcontractor coordination and reporting.

**Energy Specialist/Technical Assistant**

*Sustainable Energy Group, Nevada City, CA*

2011 – 2012

- Designed solar power systems and performed energy efficiency audits.
- Created marketing materials and represented the company at events.
- Managed client paperwork for proposals, rebates, and energy agreements.
- Assisted with bookkeeping, payroll, and job cost estimates in QuickBooks.

**Unit Coordinator**

*Monroe County Health Department, Bloomington, IN*

2007 - 2010

- Spearheaded the creation and management of a client billing database, resulting in an exponential increase in annual revenue from \$800 to over \$10,000.
- Conducted client screenings to determine program eligibility, demonstrating sensitivity to confidential matters.
- Provided comprehensive assistance to clients regarding registration, service inquiries, and fee structures.
- Managed administrative tasks including appointment scheduling, phone inquiries, and minute-taking for clinic board meetings.
- Oversaw office supply inventory, data entry, medication tracking, financial deposits, and monthly reporting.

**Accounting Assistant**

*Indiana University School of Music, Bloomington, IN*

2005 - 2007

- Supervised a large team of student musicians and processed payroll for the Office of Musical Attractions.
  - Handled event scheduling and contract management for Office of Musical Attractions events.
  - Directed a part-time employee and implemented an inventory system for the School of Music Marketplace.
  - Managed accounts receivable, accounts payable, customer service, apparel design, and marketing initiatives.
  - Coordinated financial transactions with multiple university departments and analyzed monthly operating statements for accuracy.
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**Computer Skills**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher) and Google Workspace.
- Experienced with QuickBooks and Bloomerang.

- Typing speed: 52 WPM.
  - Competent in navigating the internet and using social networking sites (LinkedIn, Facebook, Instagram, Microsoft Teams, Zoom, Constant Contact).
  - Capable of troubleshooting minor office machine issues.
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## Education

CalCerts, Inc

Folsom, CA

- HERS Compliance Rater Certification

University of California Cooperative Extension

Grass Valley, CA

- Nevada County Master Gardener Certification
- Nevada County Master Composter Certification

Sierra College

Rocklin, CA

Solar Technology – Certificate of Completion ESS 30, ESS 32, and ESS 34 Advanced Photovoltaics  
Design and Installation – NABCEP Certified

Ivy Tech State College

Bloomington, IN

- Associate Degree in Accounting
- Graduated with a GPA of 3.8 in May 2005
- Member of Phi Theta Kappa Honor Society