

---

## PROFESSIONAL HIGHLIGHTS & SKILLS

---

### Highlights

- ◆ 20+ years' Community & Economic Development ([CED](#)) academic & practical experience
- ◆ 5+ years' experience in senior-level (Directorial & Management) roles in government and third sector
- ◆ Extensive work with National, County, and local Governments, charities, social enterprises, and grassroots initiatives in multicultural and international settings
- ◆ Experience directing programs and services with multiple funders, partners, and program areas

### Skills

- ◆ Business planning, implementation, project management, budgeting & cash flow, monitoring and evaluation
- ◆ Extensive experience offering professional community advising support – analysis and action/reflection
- ◆ Fluent in community engagement paradigms and practices, with expert networking & relational approaches
- ◆ Funding and development (writing applications, applying funding, assessments and reports)
- ◆ Building and maintaining strategic partnerships with a cross-section of individuals & organisations
- ◆ Excellent interpersonal skills to build positive sector relations, encouraging desired outcomes.
- ◆ Ability to work independently, take initiative, and adopt a problem-solving approach.
- ◆ Advanced IT skills for team collaboration – Slack, Trello, Google Drive, DropBox, iCloud, etc

---

## EDUCATION

---

### Master of Arts

**Simon Fraser University, Vancouver, BC**

*Corporate Social Accountability: Ethical Purchasing Policies (EPP) at Public Institutions* 2003–'06

- An Action Research, multi-stakeholder approach (policy makers /managers/ suppliers/ purchasers/ NGOs/ businesses) to determine if EPPs are feasible & actionable at Municipal & University levels.

### Certificate Program

**Simon Fraser University, Vancouver, BC**

*Community Economic Development*

2001–'03

- Focused on local/global development – social & economic sustainability (theory/practice) including social capital, community engagement, public policy initiatives, models & case studies, and micro credit

### Bachelor of Arts

**University of Victoria, Victoria, BC**

*Major in Social Anthropology*

1997–'03

- Focused on Applied Anthropology, Community Development, Social Research (interviews, focus groups, gap analysis), Globalization, International Development, and Indigenous rights

---

## CURRENT BOARDS & COMMITTEES

---

### Scotland and UK

*Community Development Alliance Scotland ([CDAS](#))*

**Vice-Chair, 2020–24**

*Scottish Community Development Network ([SCDN](#))*

**Board Member, 2017–21**

*Community Learning and Development ([CLD](#))*

**Member, 2020–24**

*International Association of Community Development ([IACD](#))*

**Member, 2018–24**

### Edinburgh Social Enterprise Network

CEO: [www.ESEN.Scot](http://www.ESEN.Scot)

Edinburgh, Scotland

2023–Current

- **Strategic Development:** Long & short term planning, in consultation with Board & Staff
- **Governance** Adherence to legislation, supporting board with good governance & recruitment
- **Representation & Partnerships:** Representing members' needs and voices, while building trusted partnerships at local, regional, national & international levels (funders, intermediary bodies, support agencies, public sector bodies, the private sector, Councillors, MSPs and MPs).
- **Operational Management:** Of all activities: developing new projects, while ensuring desired results are consistent with overall strategy, vision and mission; Oversee design & delivery of member benefits (eg: training, events, networking, promotion, B2B consultation & engagement); lead employees to encourage maximum performance with comprehensive goals for performance & growth; establish policies that promote a positive organisational culture and vision.
- **Financial Management:** Have overall responsibility for the day-to-day finances of the organisation, alongside the treasurer setting annual budgets for financial health; report to the Board, funders and project partners.

### Private Consulting Practice

Consulting: [www.JamesWood.ca](http://www.JamesWood.ca) and [www.CultureGarden.org](http://www.CultureGarden.org)

United Kingdom

2013–Current

- ◆ **Co-Facilitator, Impact Leaders Circle, [Peer Learning](#), [RiseBeyond.org](#), 2023–24**  
As part of a Corporate consultancy, we brought together leaders of social sector organisations to meet, share & connect in a confidential environment of respect and trust. We have 2 groups of 6 leaders completing our first year, as a test pilot, before we expand into the wider sector. Our focus is to explore and work on challenges, while developing critical relational and leadership skills; Use reflection to enhance individual, organisational and sector resilience; Learn from their experiences and explore habits and practices to be more effective; Develop a strong support network reducing isolation, and creating long-term friendships.
- ◆ **Co-Facilitator, Community Coaching Pilot Project, UK Co-Housing Network, 2021-22**  
Over the course of this programme we will pool our knowledge and experience in order to create a pilot curriculum to train qualified individuals to become Community Coaches, based upon the research conducted and report by [Power to Change](#). This pilot curriculum, is focused on the psychological and interpersonal aspects of team-building and group dynamics, that will be used to train qualified individuals to become Community Coaches.
- ◆ **DoughnutEconomics.org – Infrastructure & Team Culture Operational Consultant – 2021**  
As the operational consultant, I deeply supported DEAL's aim to create a group culture that is aligned in a way that embodies their work. Utilising my organisational [Tools](#), I led the implementation of new working processes & practices to enable effective alignment, guiding its team development in governance, hiring, feedback processes, and the myriad systems that give rise to a healthy and collaborative team culture — addressing power & authority, decision making and governance, and Diversity & Inclusivity in a rapidly expanding small team.
- ◆ **New Findhorn Association – 2018-2021**  
Supported the Community Change Process over 3 years, supervising key positions and supporting Role outlines and Self-Evaluations. Wrote the [2017/18 Progress Report](#).
- ◆ **Community Engagement Coordinator Pilot ([PDF outline](#)) – 2016-17**  
Led a 6 month Community Engagement process with local residents who expressed an interest to work together and support their long-term community development goals.
- ◆ **The Care Economy Collective Meetup – 2016-17**  
Part of the Facilitation team at the CAUX Summit in Switzerland, whose mission is to inspire, equip and connect people, groups and organizations to build a just, sustainable and peaceful world

**Newbold Trust***Managing Director (MD)***Scotland**

2019–2020

- Created 3-year (2020-23) strategic business plan in consultation with Trustees
- Designed new programmes and services in a time of financial crisis.
- Designed budgets and managed cash flow
- Re-designed operational systems & practices
  - Then hired and trained an interim operational team
- Designed and implemented new systems for governance and team wellbeing
- Designed and implemented new technological systems to support operations (eg: MS Teams)
- Identified & pursued local partnerships in alignment with business plan
  - Secured £50,000 grant funding
- Monitored and evaluated progress across all aspects of the organisation and reported to the Board
- Ensured all legal and financial responsibilities were met
- When pre-existing financial obstacles proved to be insurmountable, I provided options & recommendations to Trustees and to the community; the decision was to sell the asset to pay off the prior debts, so that £500,000 could be available to reinvest in their mission.

**Global Ecovillage Network (GEN-I)***Development Advisor***Findhorn, Scotland**

2016

Ensured that the structural foundations of the organization were well-grounded, while supporting the integration of specific models and practices to inform the workings of the organization:

- Proposed and set in motion new financial and fundraising structures and policies
- Developed required employment structures, payments, contracts and job reviews
- Developed a SWOT analysis to lead GEN-I forward as a Scottish Charity to meet legal requirements

**Yukon Government, Economic Development Department***Regional Community Economic Development Advisor – Program Review***Whitehorse, Yukon**

2014 – 2015

Led a Program Review by researching national Economic Development best practices and creating a gap analysis of the current suite of services. This led to a recommendation report to outline ways to improve its CED services to better reflect the needs of rural Yukon.

**Yukon Government, Community Development Division***Senior Community Advisor, Our Towns Our Future (OTOF)***Whitehorse, Yukon**

2013 – 2014

Led the implementation process of an extensive, multi-party partnership between municipalities and the Yukon government to understand and address the challenges of municipal sustainability:

- Implemented & managed 75 action items and 18 theme areas of OTOF, while maintaining effective communication and positive working relationships between government and communities
- Worked directly with the administration and elected officials providing a direct link to the Government of Yukon and delivered advice, support and facilitation on a wide range of community issues
- Wrote the evaluation of Yukon's first [Community Development Team pilot project](#)

**Boulder County, Sustainability Office***Sustainability and Planning Specialist***Boulder, Colorado**

2010 – 2012

- Collaborated with external County/State/Municipal & local communities towards new and innovative sustainability initiatives, while promoting the County's existing sustainability Programs & Services
- Collaborated with Department heads & elected officials and developed a [Framework & Inventory](#)
- Wrote [Planning for Sustainability: Best Practices](#) leading to an *Integrated Sustainability Plan*
- Supported rural community partners to develop Sustainability initiatives

**Yukon College***Program Manager***Dawson City & Old Crow, Yukon**

2008–10 &amp; 2005–06

- Managed staff & budgets, and created a new [Skills Exploration / Land Based Educational Pilot](#)
- Met ongoingly with First Nation Chief & Council and Directors to assess community wants & needs
- Change Management: Hired all new staff, and facilitated College moving to a new location

**Vuntut Gwitchin Government***Director of Health & Social Programs***Old Crow, Yukon**

2006–07

Directed programs & services in the areas of social assistance, family and child welfare, addictions and personal counseling, home care for Elders & clients with disabilities, community wellness and justice:

- Directed staff, managed budgets, and 8 community-wide programs
- Networked, collaborated and built inter-agency partnerships – RCMP, Nurses, College & Government

**Sustainable Public Procurement***Researcher and Conference Lead organizer and networking***Vancouver, Canada**

2003–'05

Raised \$35,000 to organize and hold a Purchasing Conference for Universities and Municipalities attended by businesses, government and universities. I wrote a final report as a government adviser.

**Oxfam Canada***Steering Committee Member & Production of Material***Vancouver, BC**

2002–'04

- Steering Committee member guiding local policy, campaign initiatives, and attending AGM's nationally
- Economic Trade policy analysis researching and preparing documents for public and media releases
- Developed a training workshop and support paper and facilitated public workshops

**Foundation for the Peoples of the South Pacific (FSP)***Community Economic Development Project Assistant – Eco Forestry, Portable Sawmill***Vanuatu, South Pacific**

2001

[FSP](#) is a Non-Governmental Organization (NGO) focusing on sustainable development, particularly in the sectors of forestry/environment, health/nutrition, youth, small business and community capacity building:

- Lived in a rural remote community village for 6 months assessing the needs/wants of the community
- Evaluated the project's community & business process using SWOT analysis
- Assisted in Capacity Building workshops – Participatory Rural Appraisal Techniques
- Wrote a final evaluation project report & a socio-economic development academic paper.

**Victoria International Development Education Association***Community Economic Development Project Assistant***BC & Cuernavaca, Mexico**

1999–'00

[VIDEA](#) engages teachers/students/youth/public focusing on the need for socially just and sustainable global development facilitating communication, cooperation & strategic networking, linking local & international issues with community initiatives.

- Project Assistant for an Agriculture CED project addressing economics & health affecting rural Mexico
- Research & outreach in the Victoria Office, and worked with the women & children in Mexico.
- Lived in a small rural Mexican community to evaluate the CED agricultural project, and its impact.
- Wrote evaluation reports in English and Spanish for the Mexican NGO and CIDA – the funding agency