

**Julie S. Henahan
Executive Director
Ohio Arts Council**

Work History

Ohio Arts Council, Columbus, Ohio

Deputy Director—*June 2002 to present*

- ❖ Oversees agency budget (currently \$11.3 million in state funds and \$758,000 in federal funds), including development of state budget for the Office of Budget and Management.
- ❖ Oversees the operations of the fiscal, grants and program offices.
- ❖ Serves as a member of the management team and supervisors' team.
- ❖ Manages the panelist selection process, panel meetings and policy discussions at panel meetings.
- ❖ Implements, evaluates and administers policies, programs and operations of the Ohio Arts Council.
- ❖ Oversees development of the agency's strategic plan.
- ❖ Oversees development of and revisions to agency program Guidelines.
- ❖ Serves as the agency's Personnel Officer and liaison to the Attorney General's Office.
- ❖ Direct supervisory responsibilities for seven staff including the Directors of Arts Learning, Organizational Services, Community Development, Grants Administration, Information Services, and Fiscal Operations.
- ❖ Prepares National Endowment for the Arts Partnership grant application.
- ❖ Collaborates with other OAC staff in the preparation of grant applications to other federal agencies (U.S. Department of Education and U.S. Department of State) and private foundations.

- ❖ Develops agency retreats in cooperation with the Executive Director.
- ❖ Collaborates with Executive Director and Public Information Office in the development of agency regional meetings for constituents.
- ❖ Serves on the agency's International Committee, oversees that program's financial activities, and travels to partner countries on the business of the program.
- ❖ Serves on the Columbus Arts Stabilization Project Committee.
- ❖ Served on National Assembly of State Arts Agencies 2003 Planning and Budget Committee.

Director, Grants Office—August 1994- June 2002.

- ❖ Directed grants office processes and oversaw the development of grant review policies and procedures.
- ❖ Supervised grants office staff of five.
- ❖ Served as a member of the management team.
- ❖ Worked in close cooperation with the Deputy Director on the development of agency policies, processes and budgets.
- ❖ Managed the internal accounting of agency's subsidy (grant) funds.
- ❖ Developed annual grants calendar; oversaw the preparation of materials for panel meetings and assorted mailings.
- ❖ Attended panel meetings and assured compliance with agency funding policies.
- ❖ Oversaw production of the Grants Recommendation Report for the Council Book.
- ❖ Developed and implemented tracking systems for application and grants paperwork processes.
- ❖ Assisted in the development and editing of new application forms and agency program Guidelines.
- ❖ Assisted in preparation of applications for federal and private foundation grants.
- ❖ Prepared reports to Council, Executive Director, Deputy Director, National Assembly of State Arts Agencies and the National Endowment for the Arts as required.
- ❖ Served on the agency's International Committee, oversaw that program's financial activities, and traveled to partner countries on the business of this program.
- ❖ Served on the National Assembly of State Arts Agencies' Research Information Committee and the National Standard Working Group.

Assistant Director, Grants Office—March 1987 to August 1994

- ❖ Implemented grants policies; assisted in supervision of grants staff; prepared reports;
- ❖ Supervised daily processing of applications, grant payments, grant agreements and final reports; assisted in organizing grants workshops.
- ❖ Assured compliance with National Standard.
- ❖ Provided policy and procedural information to the public.
- ❖ Served as Midwest Regional Representative to National Assembly of State Arts Agencies.

Administrative Assistant, Grants Office—August 1984 to March 1987

- ❖ Coordinated application and grant processes; coordinated payment processes; coordinated preparation of panel materials and mailings; assisted in organizing grants workshops.
- ❖ Assisted grants director in accounting for allocation of agency's subsidy funds.
- ❖ Served as back-up to Information Systems Coordinator.
- ❖ Managed form inventory.

E. F. Hutton and Co., Inc., Columbus, Ohio

Sales Assistant/New Accounts Clerk—August 1982 to August 1984

- ❖ Maintained clients' files; opened new accounts.
- ❖ Prepared stock buy/sell tickets for broker; provided stock quote assistance to clients.

Professional Development and Related Course Work

- ❖ Panelist, Arts Council of Indianapolis, *March 2006*.
- ❖ Lila Wallace START Leadership Program, *2002-2005*.
- ❖ The World Summit on Arts and Culture, Singapore, *2003*.
- ❖ The World Summit on Arts and Culture, NewcastleGateshead, England, *registered to attend in June 2006*.
- ❖ Alliance for Non Profit Management/National Council of Non Profit Associations Joint Conference, San Diego, California, *June 2002*.
- ❖ Fellow, *Fellowships in Arts and Culture: The Next Generation of Leaders*, The Academy for Leadership and Governance, Columbus, Ohio, *2004-2005*.
- ❖ State Arts Agency Deputy Director Retreat, Penland School of Crafts, Penland, North Carolina, *November 2001*.
- ❖ Annual attendance at the National Assembly of State Arts Agencies' conference.
- ❖ Current and Emerging Issues Affecting Nonprofit Entities (8 hours CPE).
- ❖ Understanding Financial Statements (Dun & Bradstreet Business Education Services --.6 CEU).
- ❖ State of Ohio, Department of Administrative Services, training in Basics of Supervision, Phases 1 and 2; Electronic Rules Filing; and Position Description Writing.

Affiliations

- ❖ Americans for the Arts. Current member.
- ❖ Ohio Women in Government. Current member.

- ❖ League of Women Voters Metropolitan Columbus; former Board Member and Chair of Fundraising Committee; chair of the 2002 Democracy in Action Award fundraiser.

Interests

- ❖ Travel, history, gardening, reading (fiction and non-fiction), attending outdoor festivals, art exhibitions, musical concerts and theatre productions, health and fitness, and environmental issues.

International Travel

- ❖ Czech Republic, Hungary, Germany, Ireland, Cuba, Argentina, Chile, Japan, Singapore.

Education

Bachelor of Arts

Ohio Wesleyan University, 1982.

Major: History (medieval studies)

Minor: Humanities/Classics.

Phi Alpha Theta, History Honor Society

Magna cum Laude