

CAITLIN K. WALLS

Higher Education Leader and Administrator

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SKILLS

- Federal, state, and private grant writing skills
- Successful grants secured from Dept. of Ed., NSF, NEH, BIE, Dept. of Energy, USDA, Fish & Wildlife, & more
- Capital projects development and management skills
- Budget development and management
- Leadership and organization skills
- NeonCRM, Moodle, and Blackboard
- Creative problem-solver; self-starter
- Remote worker for 7+ years
- Strong knowledge of Tribal, higher education, and arctic funding needs and areas

KEY EXPERIENCE

Executive Director of Institutional Advancement

Ilisaġvik College

April 2021 – Present *Utqiagvik, AK*

- Manage Institutional Advancement department (1-3 staff) and Ilisaġvik College Foundation (endowment).
- Secure \$10+ million per year in restricted and unrestricted funding.
- Write all federal and state grant proposals.
- Manage capital campaign for new facility project.
- Liaise and assist all departments/divisions in college with their funding needs (from maintenance to capital needs to faculty research and student needs).

Title III Director & Various Grants Project Director

Ilisaġvik College

July 2015 – Present *Utqiagvik, AK*

- Project Director and/or Principal Investigator for Dept. of Ed., Perkins, Title III, Bureau of Indian Education, Rasmuson Foundation, and other grants (\$30+ million).
- Responsible for all reporting, disbursement of funds, endowment management and reporting, and more.

Director of Development

Ilisaġvik College

March 2019 – April 2021 *Utqiagvik, AK*

- Developed strategy on fulfilling Ilisaġvik's vision over a ten-year plan.
- Managed the Ilisaġvik College Foundation: board member liaison, reporting, and fundraising.

EDUCATION

Master of Fine Arts, Poetry
Emerson College (Boston, MA)
2008-2010

Bachelor of Arts, English
Colorado State University (Ft. Collins, CO)
2003-2007

Continuing Education:
Grant Writing Certificate
San Diego State University (San Diego, CA)
2010

OTHER EXPERIENCE & LEADERSHIP

Interim Dean of Academic Affairs

Ilisaġvik College

Feb. 2022 – Sept. 2022 *Utqiagvik, AK*

- Oversaw 30+ faculty and staff members in academics, vocational & workforce development, registration and admissions, cooperative extension, and more.
- Managed accreditation responsibilities; partnership development (including four memoranda of understanding); negotiation with faculty on compensation.
- Hired 4 new faculty members and 4 new staff members during interim term.
- Managed Enrollment Management Committee; Accreditation Committee; Academic Council; and other key internal bodies.

Interim Chief Administrative Officer

Ilisaġvik College

January 2016 – March 2016 *Utqiagvik, AK*

- Managed M&O, Operations, IT, Expeditor, Purchasing, and other operational areas.
- Developed Emergency Action Plan.

Division Chair, Liberal Arts Program

Ilisaġvik College

August 2012 – June 2015 *Utqiagvik, AK*

- Managed data collection and assessment for Liberal Arts Program.
- Assisted in data analysis and writing of Year Seven Accreditation Report.

- Reinvigorated and reimagined Individual Giving campaigns, with emphasis on employee giving and regional giving (increased Individual Giving by 250%)
- Built new relationships with corporate funders from 2019-2021, increasing the number of corporate donors by 40% and total corporate giving by 29%.
- Monitor and report on public policy (local, state, and federal).

Grant Writer & Strategist

Iḷisaġvik College

July 2015 – March 2019 *Utqiagvik, AK*

- Developed and implemented college's first grants and funding strategy/development plan.
- Instituted and chaired Grants & Development Committee with 15+ participants from all College departments.
- Strategized with Ascent PgM to create the New Iḷisaġvik College Campus (NICC) Development Plan and chaired the Capital Campaign Committee.
- Secured millions in restricted and unrestricted funds from federal, state, and foundation grants and corporate and private donors.

- Expanded Liberal Arts Program scope and added three new classes.
- Fostered 30% increase in enrollment over three years.

Assistant Professor, English

Iḷisaġvik College

January 2012 – June 2015 *Utqiagvik, AK*

- Taught humanities and English courses: world literature; composition; art history; public speaking and oral communication; Gothic literature and film; creative writing; cultural folktales and traditional literature; introduction to the humanities; and more.
- Won American Indian College Fund Faculty Member of the Year twice (2014 and 2015).
- Active member and chair of various committees: Persistence and Retention Committee; Technology Committee; Library Resources Committee; Dean's Council; Academic Council (Chair).
- Advisor to 50+ Liberal Arts Program students each year.
- Founding Editor of *Aġlaun*, Iḷisaġvik's first literary journal; created annual Reader's Choice Award.