

Application Form

Profile

Kirsten _____ Rigsby _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Oakley _____ CA _____ 94561 _____
 City State Postal Code

Primary Phone _____

Email Address _____

District Locator Tool

Resident of Supervisorial District:

District 3

Village Community Resource Center _____ Executive Director _____
 Employer Job Title

Length of Employment

10 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 3

How long have you lived or worked in Contra Costa County?

40+ years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Family & Children's Trust Committee: Submitted

Kirsten Rigsby

Seat Name

At large or District 3 Representative

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

0

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Davis

Degree Type / Course of Study / Major

B.S. Animal Science, Emphasis Equine Science

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Holy Names University

Degree Type / Course of Study / Major

Master's Pastoral Ministries

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Kirsten Rigsby

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certified Nonprofit Accounting Course

Certificate Awarded for Training?

Yes No

Other Training B

Fundraising Academy

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

N/A

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

Since graduating from college in my twenties I have dedicated my life to the wellbeing of children and families. I began my early career working with children on the autistic spectrum. One year after graduating college, I joined a long term volunteer program in Central America where I worked with children and families as a social worker. In this capacity, I recognized the horrendous abuse which took place in the midst of crippling poverty and worked with Honduran parent employees to raise children who had suffered much abuse in a healthy and safe environment. I also worked with children in increase self-esteem, set personal boundaries, challenge themselves and heal. When I returned from Honduras, I worked as the Director of Family Faith Formation while I furthered my education. For the past ten years, I have worked as the Executive Director at a nonprofit called Village Community Resource Center (VCRC) which serves struggling families in East Contra Costa. While the organization began as an After School program to keep children safe, it has grown into a multiservice center focusing on youth education, leadership, and wellness (physical and mental). Working with families and attempting to understand how systems can improve to better meet the needs of children, especially children living in poverty is a passion which drives me on a daily basis.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

While I have attached my resume below for your review, I would also like to highlight that while my formal education may not be very applicable to the Family and Children's Trust Committee's work, the lived experience I have working with families could be an asset to the group. I have worked with families living in poverty as well as quite wealthy families. I have also worked locally within the community with monolingual Spanish-speaking families who are attempting to navigate systems in the hopes of giving their children a bright future. I am analytical and data driven while also realizing that one's history of trauma is carried throughout life. I would like to volunteer my time so that children and families at risk of experiencing (or already experiencing) this trauma might have high quality resources close to home. Thank you for your consideration.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

See resume. Most recently, I have become a 4-H leader and volunteer in Contra Costa County. Current: Treasurer, Girl Scouts Troop #30850 I served for over a year on East Contra Costa County's School Attendance Review Board. I was on the leadership team for HousED at Partnership for Children and Youth. I have also volunteered at my local faith community. Running a nonprofit places me in the midst of our local community on a daily basis. This is one of the things I love most about my work.

Conflict of Interest and Certification

Kirsten Rigsby

Do you have a familial or financial relationship with a member of the Board of Supervisors?
(Please refer to the relationships listed under the "Important Information" section below or
Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other
economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Village Community Resource Center has been the recipient of CDBG funding for over 10 years.

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct
to the best of my knowledge and belief, and are made in good faith. I acknowledge and
undersand that all information in this application is publicly accessible. I understand that
misstatements and/or omissions of material fact may cause forfeiture of my rights to serve
on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Kirsten I. Rigsby

Oakley, CA 94561

PROFESSIONAL EXPERIENCE

2012-Current Executive Director, Village Community Resource Center, Brentwood, CA

- *Development and Grants Management.* Developed comprehensive fundraising strategies involving foundation grants, corporate contributions, and individual donor programs. Strengthened relationships with existing funding partners and developed new relationships. Researched and oversaw the integration of the organization's first client and donor database.
- *Strategic Planning.* Worked in partnership with the board of directors and a consultant to create VCRC's first theory of change. Developed and implemented a three year strategic plan which grew both the scope of services and the service area of the agency.
- *Budget Management.* Spearheaded the budget process, monitored program and organizational budgets. Developed financial protocols and procedures to ensure proper financial oversight. Maintained general ledger, prepared monthly and year-end financial statements. Developed an organization reserve account to ensure improved financial sustainability.
- *Organizational Development and Capacity Building.* Grew Board of Directors from four to ten members while increasing Board diversity. Quadrupled the organization's budget size and increased staffing from fourfold. Successfully opened a satellite program and spearheaded the planning of a third location to be opened in 2020.
- *Strategic Partnerships.* Established strategic partnerships with other nonprofit service providers and academic institutions in order to strengthen the safety-net in East CCC.
- *Public Relations.* Represented the organization at public events, speaking engagements, and informal gatherings. Wrote press releases and articles regarding the organization's work for local press.

2004-2012 Veterinary Technician, Brentwood Veterinary Hospital, Brentwood, CA

- Assisted doctors in surgery, placed catheters, performed phlebotomy and emergency care, and translated for monolingual Spanish-speaking clients.
- Reconciled monthly invoices and inventory.
- Researched and developed grief library and referrals for clients.
- Researched, developed, and trained employees in microbiology lab.

2005-2008 Director of Family Faith Formation, St. Anne Church, Byron, CA

- *Family Faith Formation.* Evaluation of faith formation curricula, director of Pre-Kinder through high school faith formation classes. Planned and led large, intergenerational gatherings. Recruited, supervised, supported and trained volunteer instructors. Developed and maintained budgets.
- *Hispanic Ministry.* Performed needs assessment for the Hispanic community of Byron and Discovery Bay. Identified and invited members, created a safe, welcoming environment. Empowered parishioners to become leaders within the community.
- *Teen Confirmation.* Developed an integrated teen ministry. Recruited volunteers, planned and facilitated retreats.

2003-2004 Social Worker, Farm of the Child, Honduras, Central America

- Raised funds from organizations, parishes, small groups and individuals.
- Trained house parents in effective parenting/teaching techniques, supported house parents, maintained files, oversaw discipline and "family life."
- Met with the psychologist, house-parents, teachers, and children to discuss progress in the areas of physical, social, emotional, and spiritual life. Worked with children to increase self-esteem and positive behavior and overcome the effects of abuse.
- Hosted founder of the organization and provided connections with non-profit groups in the United States.

EDUCATION

- 2005-2007 Master's Degree Program, Pastoral Ministry, Holy Names University
2003-2003 Escuela de Juan Sisay, Intensive Spanish Language Program, Guatemala
1998-2002 Bachelor of Science, Animal Science, University of California, Davis

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS

- 2022-Current City of Brentwood Leadership Roundtable
2018-Current East Contra Costa Community Alliance (ECCCA), Executive Committee
2020-Current Contra Costa Community Care, Advisory Committee Member
2020-2021 RCF Connects Fund for Immigrants, Advisory Committee Member
2019-2020 Mobility Labs, Coalition Partner
2017-2019 City of Brentwood Nonprofit Group
2016-2017 Partnership for Children & Youth, HousED Leadership Committee

COMMUNITY ENGAGEMENT

- 2019 Panelist, Sanford Institute of Philanthropy Recruitment Forum
2018 Panelist, Supervisor Diane Burgis' Nonprofit Roundtable
2018 Graduation Address, Sanford Institute of Philanthropy Summit
2003 Substitute teacher of Special Education, Escuela Católica San Pedro
2003 High School English Instructor, Quetzaltenango, Guatemala
2002 Diplomat from Davis, CA to sister-city in Rutillo Grande, El Salvador
2000, 2001 House-building team member, Tijuana, Mexico

TRAINING

- 2022 ECCCA - Theory of Change Design Team, worked with consultant ____
Racial Equity and Inclusion Training - Linda Gonzalez
Sacred Heart Community Services: Inviting Community into Advocacy and Organizing
2021 Compass Point Nonprofit Services-Conflict Resolution with Power and Privilege in Mind
CSI-UCR: Advancing Racial Equity and Economic Justice in East CCC
Vision y Compromiso - Organizational Development for the Integration of Promotora Professionals
Center for Excellence in Nonprofits - Board Recruitment and Retention
Open Door Legal: Building Culture - A Nonprofit's most valuable asset
2018 Sanford Institute of Philanthropy Fundraising Academy
2017 Strong Nonprofits Contra Costa County Program, Compass Point Nonprofit Services
2017 Compass Point Nonprofit Services
Facilitation Skills Workshop
Supervision: Helping People Succeed
Time Management Workshop
2017 Bridges Out of Poverty Workshop
2016 Sanford Institute of Philanthropy Workshops, JFK University
The Donor Lifecycle Map
Donor Advised Funds
Grants & Fundraising Metrics
Social Media Strategies for Nonprofits
2014 Grant Writing USA Course
2014 Certified Nonprofit Accounting Professional course, FMA Institute
2012 ED Boot Camp, Nonprofit Resource Center

SKILLS & COMPETENCIES

- | | | | |
|----------------------------|--------------------------|----------------------------|------------------------------|
| <i>Strategic Planning</i> | <i>Staff Development</i> | <i>Fundraising</i> | <i>Project Management</i> |
| <i>Program Development</i> | <i>Team Building</i> | <i>Communication</i> | <i>Cultural Competence</i> |
| <i>Capacity Building</i> | <i>Board Development</i> | <i>Financial Oversight</i> | <i>Relationship Building</i> |