

Dr. J. Elisha Burke

2822 Griffin Avenue, Richmond, 23222

(804) 337-7215 • (804) 321-1756 (fax)

J. E. Burke Professional Writing Service • <http://www.writer.burkepublications.com>

E-mail: jeb@burkepublications.com

Writing and Editorial Background

- **Writing:** Professional writer for twelve years, with experience in grant proposal writing, academic, newsletter, speech, research, copywriting, online and print sales letters, direct mail, web content, and business writing. Author of numerous articles in print and online publications
- **Editing:** Editor of two electronic newsletters, various corporate and business materials (including reports, white papers, and brochures) and two organizational newsletters. Experienced in copyediting, content editing, and proofreading
- **Business and Corporate Writing:** Developer, writer, editor and designer of a wide range of business materials, including e-books, brochures, handbooks, newsletters, seminars, training manuals, business plans and annual reports
- **Internet and Desktop Publishing:** Webmaster for J. E. Burke Professional Writing Service (<http://www.writer.burkepublications.com>). Familiar with MS Office Suite, Word Perfect Office Suite, Adobe Acrobat and others. Also, familiar with several desktop publishing programs for both electronic and print publishing
- **Speaker/Trainer/Facilitator:** For a variety of special events, conferences and courses

Professional Experience

Executive Director

Responsibilities include working with the Board, staff and volunteers to implement the mission, goals, objectives, values and policies of the organization; Organizing the resources (time, people, and dollars) to implement the short and long range plans; Increasing the vitality of the organization: researching funding sources and writing grant applications to secure funding for current and proposed programs; Form viable partnerships/relationships with other nonprofit, community service organizations, governmental entities, etc. to enhance the programs offered by the center; enhancing the impact of an organization through visibility in a variety of community enhancing strategies. Gilpin-Jackson Ward Family Life Skills Center, Inc. Richmond, VA (6/96 to 4/2006)

Director, Leadership Development and Training

Plan and Implement four leadership training seminar or workshops annually. Sixth Mount Zion Baptist Church, Richmond, VA (1/96 - 6/2000).

Director, Christian Education

Responsible for administration, planning, budget, leader training, and program implementation for twenty-six ministries and auxiliaries in the church. Major accomplishments included mission focus for all ministries and restructuring of the church School. Convened monthly ministry meeting and Annual

Christian Education retreat. Sixth Mount Zion Baptist Church, Richmond, VA (1/95 - 12/98)

Community Affairs Coordinator

Responsible for the development and implementation of a comprehensive fair housing program specifically targeted to local congregations, including but not limited to the preparation and dissemination of materials, making presentations, and scheduling presentations for others. Promote an understanding of fair housing issues in the community at large, and assist in the development of productive relationships with other advocacy groups, agencies, service providers and the housing industry. Assist in the development production and distribution of fair housing information, including written, audio, and audio-visual materials. Assist in the preparation of information about H.O.M.E.'s activities for the media, including press releases.

Accomplishments: Developed and implemented Education and Outreach to Clergy and Congregations program, including the designing of the brochures, flyers, promotional and instructional materials used in speeches, seminars and training sessions. Co-wrote the scripts for the Fair Housing Information Service (an automated 24 hour information line) and taped the narratives on the service. Spoke before a number of church groups, community service organizations and real estate professionals in Richmond and Vicinity. Housing Opportunities Made Equal (H.O.M.E.) of Richmond, Inc., 1/94 - 5/96

Teaching Experience

Adjunct Christian Education Instructor - Evans-Smith Institute for Church Leaders, Samuel DeWitt

<>Proctor School of Theology, Virginia Union University, 2002 - present

Adjunct Instructor - Virginia University of Lynchburg, Lynchburg, VA, Spring Semester 2005

<>Instructor - Baptist General Convention of Virginia Annual Session and Congress of Christian Education,

June 28 - July 2, 2004 - Topic: The Church and the Care of the Elderly

Guest Lecturer - The Church And Its Ministry - Options For Ministry

Samuel DeWitt Proctor School of Theology, Virginia Union University, 1998 - present

Instructor - Annual Church Leadership Conference, Samuel DeWitt Proctor School of Theology, Course:

Men's Ministry, 2002 and 2003

Instructor - Annual Congress of Virginia State Baptists, 1999

Thematic Message - Ecumenical Child Care Network Annual Conference, Toronto, Canada, 1998

Seminars: The Role of the Church in Community Economic Development

How To Form A Nonprofit Corporation

Duties and Responsibilities of Nonprofit Board Members

How To Write A Winning Grant Proposal

Writing Successful Letter (Grant) Proposals

The Dynamics of Christian Leadership

Servant-Leadership for Church Leaders

Contemporary Missiology (Missions for the Church of Today)

Eldercare

Transformative Leadership

Effective Parenting

Basic Conflict Resolution Skills (Interpersonal)

Basic Conflict Resolution Skills (Organizational)

Education

Doctor of Ministry, May 2004 Samuel DeWitt Proctor School of Theology, Virginia Union University, Richmond, VA

Master of Divinity, *Magna cum laude* 1996 Samuel DeWitt Proctor School of Theology, Virginia Union University, Richmond, VA.

Bachelor of Science, Social Sciences, cum laude, 1975 Elizabeth City State University, Elizabeth City, NC

The Grantsmanship Center, Grant Proposal Writing Certification, 1997

Professional References

Available Upon Request