

Application Form

Profile

Jeanne

First Name

L

Middle Initial

Osborn

Last Name

2619 Peach Circle

Home Address

North Port

City

FL

State

38249

Postal Code

jlo1056@gmail.com

Email Address

Home: (978) 505-1497

Primary Phone

Alternate Phone

Please list three references (name only)

Barbara Langdon Mary DiSanso Stephen Sirota

All board appointees shall have resided within the City for a period of one year and residency must be maintained throughout the term of office. A nonresident may serve provided that the individual currently owns and has owned real property in the City of North Port for at least one year prior to appointment pursuant to City Code, Chapter 4, Article I, Section 4-3(b). Have you lived in North Port for 12 months or longer?

 Yes No

Interests & Experiences**Which Boards would you like to apply for?**

Community Economic Development Advisory Board: Submitted

Are you currently serving on any other City Board/Committee? Citizens may serve only on one Advisory Board or Committee pursuant to City Code, Chapter 4, Article I, Section 4-3(h).

 Yes No**Were you ever removed from a City Board/Committee due to lack of attendance?**

 Yes No

Do you have any relatives currently serving on a City Board/Committee or relatives that are currently serving on the same City Board/Committee for which you are applying? Relatives shall not serve on the same Advisory Board or Committee pursuant to City Code, Chapter 4, Article I, Section 4-3(i).

Yes No

Educational Background:

MBA and BS in Business Management

Are you retired?

Yes No

[Resume_Professional.doc](#)

Upload a Resume

Please list any Civic organizations to which you belong.

North Port Moose Lodge

Why do you desire to serve on the above Board/Committee? Please list any relative experience, if applicable.

Tourism, sports and entertainment. I have more than 20 years in management, marketing, public relations and financial management. Served as President and CEO of the Greater Lowell Chamber of Commerce in Lowell, MA. The GLCC served 7 surrounding communities, and was instrumental in growing the business community.

Question applies to Community Economic Development Advisory Board

Please indicate for which position you are applying. *

Tourism, sports, or entertainment

Demographics

Ethnicity *

Caucasian/Non-Hispanic

Gender *

Female

Acknowledgements

Please Agree with the Following Statement

I agree that if appointed, I will serve on the above board without compensation and at the pleasure of the City Commission.

I Agree

Please Agree with the Following Statement

I agree to abide by the Sunshine and Public Records Laws and attend all mandatory training sessions.

I Agree

Please indicate if any information provided on this application is exempt under Florida Statutes Chapter 119.07.

N/A

JEANNE L. OSBORN

2619 Peach Circle
North Port, Florida 34289

978-505-1497
Jeanne.L.Osborn@gmail.com

PROFESSIONAL SUMMARY

Highly accomplished professional with outstanding problem solving and multi-tasking abilities. Over ten years of experience providing excellent customer service, financial management, marketing, communications, event planning, public relationships and fundraising. Proficient in MS Office and Salesforce.

PROFESSIONAL EXPERIENCE

YWCA Northeastern Massachusetts, Lawrence, MA

2019-2021

Director of Advancement

- Engage the business community and partners for solicitation of new major gift opportunities and prospective donors.
- Manage the development team, including the Grant and Communication Manager to ensure timely deadlines and successful submission on all grants and communication pieces.
- Develop marketing strategy and plan for fundraising events, as well as, creating new ideas to ensure efforts have a fresh appeal.
- Solicit sponsors and donations, corporate matching gifts and charitable bequests through management of current relations and development of new potential donors.
- Work with the board of directors and other senior managers to effectively implement all communications and community awareness.
- Maintain a database of current contacts and prospective corporate and individual donors.
- Track progress of pending and secured donations through full life-cycle.
- Outreach process to include expanding and improving grassroots marketing to increase social media presence utilizing the most optimal platforms such as: Facebook, Twitter, LinkedIn and Instagram.
- In conjunction with the IT Manager update and maintain the association website.
- Plan all fundraising events such as Fall Fest and Tribute to Women to ensure financial objectives are met.
- Ensure charitable contributions are met through creation of an Annual Appeal, Annual Report, and Annual Meeting.

LifeLink's, Inc., Chelmsford, MA

Public Relations and Marketing Director

2012-2019

- Plan events and solicit corporate sponsors and fund-raise in the business community for Annual Kentucky Derby Party and Walk 'n Roll events. Research and write grants for local LifeLink's projects.
- Advise CEO on public relations opportunities, develop and distribute appropriate external and internal communications.
- Create and implement proactive public relations and external communications strategy and methods of communication (print, web, social media).
- Serve as LifeLink's spokesperson and coordinator for all media requests and lead the timely and coordinated response to internal and external community requests.
- Plan events and solicit corporate sponsors and fund-raise in the business community for Annual Kentucky Derby Party and Walk 'n Roll events. Research and write grants for local LifeLink's projects.

- Work closely with senior management and the board as the communications partner on a variety of strategic initiatives. Evaluate public relations plan across discreet audiences and plan initiatives to build and/or improve LifeLink's brand awareness.
- Create a momentum and awareness, generate ideas, content and copy, preparing and publishing all print and electronic collateral including newsletters, annual report.
- Maintain community partnerships. Create all marketing materials for advertising, brochures and literature.
- Represent organization on boards, committees, civic organizations such as; Chamber of Commerce, Rotary and Lions Club.

Greater Lowell Chamber of Commerce, Lowell, MA
President & CEO

2002-2012

- Managed day-to-day 5-employee operation and provided excellent customer service to members. Acted as the key promoter and advocate for all members.
- Was fiscally responsible for all funding to support the Chamber operations. Raised significant funding for the Chamber through corporate sponsors, membership dues and events.
- By forecasting, prepared annual budget, managed and scheduled expenditures and met financial objectives. Collaborated with board of directors, developed strategic plan and wrote grants for financing.
- Wrote an earmark grant to legislative delegation and was awarded \$100,000.
- Communicated with membership through weekly newsletter, newspaper articles and letters.
- Served as project manager for organization. Prepared action plans and monitored progress to sustain growth, membership and programs. Reviewed, planned and achieved operational objectives by contributing information and recommendations to strategic plans with board of directors.
- Marketed the organization to the business community through Constant Contact, Facebook and other social media communication avenues.
- Planned for community growth with our legislative delegation, business and community leaders, planning and development departments. Educated business community on resources available to them. Participated with city to showcase events. Educated the business community on the value of relocating to the city.
- Developed boards and recruited board members and managed and marketed all programs and major fundraising events. Promoted fundraising events using a locally produced weekly radio and local access television show and other media resources. Founded WISE, Women Inspiring Success and Empowerment for women in business.
- Enhanced organization and organizational reputation by accepting ownership to accomplish strategic plans with measureable outcomes. Explored opportunities to add value to organization.
- Updated job knowledge by participating in educational and professional forums, reading professional publications, maintaining personal networks and having membership in professional organizations.

EDUCATION & PROFESSIONAL SUMMARY
BS and MBA, Rivier University

Professional references available upon request.



North Port, FL

Community Economic Development Advisory Board

Board Roster



Nicholas Worden

2nd Term Oct 08, 2019 - Oct 12, 2023

Position Chair

Category Financial Services



David Pankiw

2nd Term Sep 24, 2019 - Sep 28, 2023

Position Vice Chair

Category Financial Services



Thomas Van Bergen

2nd Term Oct 08, 2019 - Oct 12, 2023

Position Member

Category Real Estate



Duane Sautbine

1st Term Dec 14, 2021 - Dec 14, 2023

Position Member

Category North Port Resident



Richard P Gortz

1st Term Jan 11, 2022 - Jan 11, 2024

Position Member

Category Public Relations



George A Van Salisbury

1st Term Feb 01, 2022 - Feb 01, 2024

Position Member

Category North Port Resident



Sean Burroughs

1st Term May 10, 2022 - May 10, 2024

Position Member

Category Medical/Healthcare



John K Dalton

1st Term Jun 07, 2022 - Jun 07, 2024

Position Member

Category Development, Engineering, Planning



Vacancy

Position Member

Category Diversified Light Industrial/Manufacturing



Vacancy

Position Member

Category Tourism, Sports, Entertainment



Vacancy




North Port, FL

Community Economic Development Advisory Board

Board Details

The board shall serve in an advisory capacity and shall work with the city manager and staff as appointed by the city manager in researching, developing and recommending business and economic development policies necessary to direct the orderly economic growth of the city.


Overview


 **Size** 11 Seats


 **Term Length** 2 Year

 **Term Limit** 2

Contact

 **Name** Susan Hale

 **Email** boardapplications@cityofnorthport.com

 **Phone** (941) 429-7061

Additional

Membership Requirements

It is preferred that a majority of the regular and alternate members of the board shall be city residents. However, in cases where local residents are unable or unavailable to fill a specific category, applicants who are not city residents will be considered for membership. The board shall work with the city manager and staff as appointed by the city manager to support the city's business and economic development activities as follows: (1) Make recommendations on any updates to the city's business and economic development strategic plan with long-term goals and objectives. (2) Provide recommendations on any city commission short-term action plans and measurements. (3) Make recommendations on resources allocated for economic development activity of the city. (4) Provide recommendations on policies and ordinances affecting economic development. The community economic development advisory board shall consist of up to 11 regular members comprised of: (1) No more than two members from each of the following categories: (a) Financial services. (b) Real estate. (c) North Port Resident. (2) No more than one member from each of the following categories: (a) Medical and health care. (b) Development, engineering or planning. (c) Higher education/school board member. (d) Tourism, sports, or entertainment. (e) Diversified light industrial/manufacturing. (f) Public Relations. (g) Land use attorney. An unelected Sarasota County representative may serve as an ex officio non-voting member. There shall be no alternate members.

Meetings

Meets the third Tuesday of every month at 10:30 a.m.

Enacting Legislation

City Code Chapter 4 Article I - Boards Generally and Article VI - Community Economic Development Advisory Board

Enacting Resolution Website

n/a