

Leah Turner

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Education

2017 BS Virginia Polytechnic Institute and State University, Blacksburg, VA
Major in Environmental Policy, Minor in Business

Professional Experience

Finance and Operations Associate, Gretchen Swanson Center for Nutrition (GSCN)

Remote | December 2023– Present

- Supports subrecipient monitoring by aiding in contract development and invoice tracking
- Supports proposal submission by aiding in the development of key documents, collection of partner materials and budget development
- Generation of meeting materials for presentation to the Board of Directors
- Contributes to the planning and execution of GSCN’s annual staff retreat
- Initiates monthly accounting transactions, including credit card reconciliation, software allocations and project costing
- Review and implement varies state requirements to aid in the continued operation of the HRIS

HR and Operations Specialist, Bee Informed Partnership

Remote | May 2023 – October 2023

- Led the successful transition of Bee Informed Partnership from a contractor-based workforce to a W2 employee model, ensuring compliance with all relevant labor laws and regulations
- Collaborated in the development of a comprehensive employee handbook, providing clear guidelines on company policies, procedures, and expectations for all staff members
- Led administration and oversight of all payroll, benefits, policies and procedures, personnel files
- Facilitated the enrollment of employees in company-sponsored benefits programs, such as health insurance, retirement plans, and HSA
- Collaborated with cross-functional teams to update all HR policies, job descriptions, and onboarding procedures to align the new employment structure
- Implemented feedback mechanisms to gather employee input and make necessary adjustments to policies and procedures

Operations Manager, Virginia Civic Engagement Table

Richmond, VA | May 2022 – February 2023

- Collaborated cross-functionally to refine procedures, devise best practices and enforce quality metrics
- Implemented process improvement to shape organizational culture, optimized procedures for higher efficiency and help the company evolve and grow in equitable practices
- Directed initiatives to improve work environment, company culture and overall nonprofit strategy
- Worked closely with the Executive Director in tracking grants, grant proposals, deliverables, and execution of programs as related to specific funds

- Coordinated all hiring efforts to include streamlining recruiting processes, building all onboarding and onboarding procedures, running phone screens and informational interviews, and moving all candidates through the application process in a timely manner

Membership and Administrative Coordinator, Arcadia Center for Sustainable Food and Agriculture
Alexandria, VA | December 2020 – May 2022

- Built and maintained donor database, implemented best practices for donor recognition & retention for a portfolio of over 500 donors
- Prepared marketing materials and social media engagement that highlighted new events, promotions and activities to channel growth
- Set clearly defined goals to drive major business initiatives, including increased member/donor retention, online presence, brand awareness and website or social media traffic
- Collaborated in timely processing of billing and accounts receivables, monthly reconciliations, and achieved a passing score for 3 annual audits
- Streamlined HR processes, coordinated new hire orientations and provided onboarding and training for over 50 employees
- Successfully collaborated on four annual fundraising events to raise over 100k in donations and sponsorships

Executive Assistant, Arcadia Center for Sustainable Food and Agriculture
Alexandria, VA | August 2018-December 2020

- Managed executive and organization-wide calendars, scheduling appointments and all-hands meetings
- Assisted with payroll and time tracking for all employees
- Maintained employee files and all paperwork for the organization including financial statements and 990's
- Filed all necessary paperwork and forms for the organization including maintaining 501c(3) status.
- Handled all donations and donor tracking, including grant money, individual donations, and corporate sponsorships