

Nicole Palczewski

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SELECTED WORK EXPERIENCE

A Regional Coalition for Housing (ARCH)

Redmond, WA

Intern

July 2022 – present

- Developed and presented on homesharing housing policies to Councilmember Balducci's office, including a memo, presentation, and interviewing notes from other local governments.
- Reviewed and analyzed HUD data for rental increase policies in eastern King County, including cross-referencing data on Area Median Income and predicted rental values by income quintiles over time.
- Mediated and managed 3+ community outreach and input sessions on proposed policy changes, including mediating question and answer sessions for property developers, tenant advocates, and community partners to record and analyze comments qualitatively.
- Reviewed and curated data for HomeKeeper (Salesforce) database to ensure all escrow, covenant, and constituent income was accurate.
- Independently handled open office hours to the public, eight hours twice a week.

Jensen Strategies

Portland, OR

Project Associate

March 2022 – October 2022

- Started the planning and project management for a candidate sourcing/tracking software adoption plan, including researching costs and maintenance fees for upkeep services, implementation concerns, data formatting and standardization, and discussing possible future maintenance issues.
- Researched 25+ individual city manager candidates and cities of interest, including in-depth internet research into press releases, policy statements, interviews, and biographies.
- Interviewed references and compiled reference notes for 8+ candidate recruitment projects.
- Drafted 3+ city brochures and position advertisements for candidate listings, including aggregating publicly available city data from multiple sources and privately conferred data from government stakeholders.

Downtown Emergency Service Center (DESC)

Seattle, WA

Employee Giving Manager

September 2021 – March 2022

Annual Fund Manager

July 2019 – August 2021

Fund Development Assistant

February 2018 - June 2019

- Collaborated with multiple inter- and intra-departmental teams to implement strategic donor outreach and retention efforts, most notably organizing Moves Management plans department-wide and organizing a new annual donor direct mail solicitation.
- Directed the upgrades, management, and documentation of the unique organizational Salesforce system.
- Managed and assessed a portfolio of the organization's top 150 employee giving donors, in order to fully utilize the department's marketing resources and provide tailored donor experiences for workplace giving donors.
- Represented DESC at 16+ charity fairs, presentations, tabling, and other workplace giving events annually.
- Organized support for fundraising staff and projects at all levels, providing printing and mailing services (individual, mass, and solicitation mailings) for all levels of donors, organizing inter- and intra-departmental meetings via Microsoft Outlook and Teams, and responding to donor needs over email and by phone.
- Registered, managed, and budgeted for all fundraising databases and portals for DESC, including Salesforce, YourCause, Benevity, Cybergrants, Combined Federal Charities, and Washington State Combined Fund Drive.

Solid Ground

Seattle, WA

Temporary Housing Specialist – North RAP Site

August 2017 – January 2018

- Assessed 50+ North Seattle/King County clients using the Clarity HMIS database based on county Coordinated Entry for All criteria for housing eligibility.
- Trained staff and incoming AmeriCorps on current Coordinated Entry for All policies, procedures, and best practices.
- Secured stable housing for 20+ families and individuals through the Path to Home program as a housing liaison and staff assistant.

United Way of King County - AmeriCorps*Regional Access Point Program Member**VITA Tax Preparer and Volunteer Intake and Benefits (VIBS) Specialist**Community Resource Exchange CEA Assessor and Intake Volunteer*

Seattle, WA

September 2016 – July 2017

January – April 2017

March 2017

- Gauged eligibility for 205+ South King County clients based on Coordinated Entry for All county housing criteria using the Clarity HMIS database; Engaged with clients from diverse backgrounds to provide referrals and resources for education and employment case work and public health benefits.
- Ensured stable housing for 32 families and individuals through the Path to Home program as a housing case manager and landlord liaison.
- Accurately prepared free tax returns for an average of 5 low-income individuals and families per week during tax season, coaching clients about available tax credits and their plans for their tax refund, displaying cultural and personal sensitivity to different client beliefs about money.
- Engaged with clients from diverse backgrounds to provide referrals and resources for education, employment, and other public health benefits.

SELECTED COMMUNITY LEADERSHIP

King County Young Democrats*Vice Chair**Events Director*

Seattle, WA

January 2021 – January 2022

January 2020 – January 2021

- Proposed, edited with membership input, and passed a Code of Conduct for King County Young Democrats as Vice Chair.
- Mediated and hosted the King County Young Democrat's 36th LD Forum between the two viable candidates running for state office.
- Set up and assisted with all King County Young Democrats events logistics for the 2020 year, including limited physical meetings (January and February only), phone banks, and online/digital broadcasts via Facebook Live and Zoom.

City of Seattle Commission for People with disabilities*Get Engaged Commission Member; Nominating Committee Chair*

Seattle, WA

September 2017 – August 2018

- Recommended 10+ policy and legislative changes within the city of Seattle to the former (Durkan, Harrell, Burgess) Mayor and City Councilmembers, including issues surrounding health, accessibility, and housing for people with disabilities.
- Interviewed and recommended 4 new Commission members collaboratively with an ad hoc committee, acting as Chair of the Nominating Committee.
- Testified in front of the Seattle City Public Safety & Human Services Committee about the ability of local government and nonprofits to provide disability services to the chronically homeless population, including funding structural changes like adding electric plugs, ramps, and widening hallways to make shelters and services more accessible.

EDUCATION

University of Washington – Evans School of Public Policy

Masters in Public Administration, 3.82 GPA

Seattle, WA

Expected Graduation Spring 2024

Oregon State University

Honors Bachelor of Arts in Political Science, Minor Psychology

Corvallis, OR

Graduated Magna Cum Laude 2016

CERTIFICATIONS & SKILLS

- Advanced experience with Zoom, Salesforce, Clarity HMIS, Stata, SPSS, Google Suite, and Microsoft Office, including Outlook, Word, Excel, SharePoint, PowerPoint, and Teams.