

Docia Buffington

RECENT EXPERIENCE

Independent Contractor, Chicago

SEPTEMBER 2022 - PRESENT

Facilitate processes and build capacity of nonprofit organizations and small businesses through a radical equity lens that centers community ownership and economic justice. Projects include project management, owners representation, urban planning, community development, fundraising, and capital stack development.

baso, Ltd., Chicago

Development Director/ Senior Project Manager

SEPTEMBER 2021 - September 2022

Facilitated capacity building by advising and coaching community-based, grassroots developers on capital stack, proposal writing, and private and public grant compliance

Reinforced business development by meeting with prospective clients, developing and issuing proposals, and onboarding new projects

Oversaw construction pre-development stages, which involve the creation of project scope and budget, equitable procurement, and design management.

Managed architects, general contractors, and consultants to ensure projects follow timelines and maintain quality

Enlace Chicago, Chicago

Development Director

JULY 2013 - AUGUST 2020

Led a successful \$4 million capital campaign and managed the planning and construction of Enlace's new office and community space at 2759 S. Harding, which opened in 2020

Coordinated organizational fundraising plans and strategic priorities; this included managing and growing a diverse portfolio of private foundation, corporate, and government grants; coordinating individual donor and event-based fundraising efforts; and working with program directors and other lead staff to sustain and enhance programmatic efforts

Managed external communications of the organization, including digital, print, and social media

Supervised development and communications staff and consultants

Project Management Consultant

OCTOBER 2012 - SEPTEMBER 2013

Conducted a Community Asset and Resource Assessment of Little Village

Engaged 650 community residents and 80 community organizations in neighborhood strategic planning, and facilitated a 40+ member steering committee that guided the planning process

RELEVANT SKILLS

Proficiency in design software
AutoCad, Revit, SketchUp & Rhino

Construction Drawings
AutoCad

Rendering
Photoshop, Revit, Rhino, Vray

Design Management
Contract Management
Proposal Creation
Business Development
Relationship Cultivation
Client Relations

RECOGNITIONS

Association of Fundraising Professionals
Chicago Fellow, 2018

Chicago Scholars
35 Under 35, 2017

Chicago Neighborhood Development Awards
Outstanding Community Plan, 2014

EDUCATION

Columbia College Chicago
Interior Architecture
JANUARY 2022 - PRESENT

Roosevelt University
Franklin Honor Society Member
GRADUATED MAY 2009

