



Lauren Tyler, Program and Operational Administrative Professional

lauren@lumenimpactgroup.com

828.423.7222

Lauren helps organizations pursue their visions through tailored management strategies, funding analyses, and adult learning opportunities. As a teacher, school- and district-level leadership team member and nonprofit grant writer, Lauren gained expertise in creating cultures of inclusion, equity, and excellence. She fuels outcomes by helping clients forge foundations built by all stakeholders.

Grants Management Specialist

Lauren works with internal and external partners to build and implement processes that maximize efficiency and advance the potential of each team member. She leverages a project-management mindset to:

- Analyze reimbursement processes and review expenses against grant requirements and restrictions
- Support grantees in managing funds for maximum impact
- Interpret grant regulations and goals to guide project implementation
- Coordinate and facilitate meetings with a focus on goals and sustainable action plans
- Monitor timelines, budgets, and action plans
- Build and manage project and file managementsystems

Technical Assistance Designer and Provider

Lauren helps recipients of large grants understand and adhere to compliance requirements. Her expertise allows her to:

- Support organizations in building budgets and allocating resources
- Help clients navigate federal funding opportunities and requirements
- Create and facilitate webinars and trainings
- Build organizational capacity and systems to manage grants
- Design and implement opportunities for grantees to disseminate promising practices and lessons learned within cohorts and for external audiences

Client Manager

Lauren builds relationships that foster honest communication, collaboration, and vision planning. Her approach to client management enables Lauren to:

- Help clients define goals and action plans and translate those into projects and tasks
- Design communication and collaboration systems to ensure teams drive progress in the same direction
- Conduct quality assurance checks for internally and externally created products, including proofreading, copyediting, and formatting of reports

RELEVANT WORK EXPERIENCE PRIOR TO LUMEN IMPACT GROUP

Spartanburg School District 7

Educator and Department Chair, 2017-2022

- Taught gifted and talented, on-level, and at-risk students
- Ensured compliance in special education instruction, assessment, and discipline
- Served on school- and district-level committees for developing relevant content area curriculum, vertically aligning, and training peers in best practices
- Served as department and subject-area lead in facilitating meetings and acting as liaison between teachers and administration

The Transformation Center

Grants Coordinator, 2015-2017

- Secured grants to double the number of therapists for underserved populations in the greater Chattanooga area
- Collaborated with local public schools to implement programs to provide mental health services for students and families
- Worked with local law enforcement to develop rehabilitative programs for offenders

Office Manager, 2013-2015

EDUCATION

Lee University

Bachelor of Arts, English — 2012