

MR. KEITHEN V. MATHIS

296 Champions Way
P.O. Box 3062570
The College of Social Work
Florida State University
Tallahassee, Florida 32306-2570

Work: (850) 644-9709

EDUCATION:

Master of Social Work - Clinical Track
August, 1991
Florida State University; Tallahassee, Florida

Bachelor of Science - Criminology
August, 1985
Florida State University, Tallahassee, Florida

Related Experience:

Grant Master Solutions, Inc.
Lead Consultant/Founder
Scope of Services: Grant Writing, Grant Management, Grant Writing Workshops, Fund Development and Consultation.

Social Work Courses Taught:

SOW 4510 – Undergraduate Field Instruction
SOW 4522 – Integrative Field Seminar
Fall 1996 – Summer 2010 (Every Semester), Spring 2011
SOW 4454/5455/6938 – Grant Writing and Grant Management
Spring 1996, Spring 1997, Summer 1998, Spring 1999, Fall 2002
SOW 4622/5623 – Social Work with Black Families
Spring 2000, Spring 2001, Spring 2002, Spring 2003, Spring 2004, Spring 2005, Spring 2006, Spring 2007, Spring 2008, Spring 2009, Summer 2010
SOW 4620 – Diversity in Social Work Practice
Fall 2001, Fall 2002, Fall 2003, Fall 2004, Fall 2005, Fall 2006, Fall 2007, Fall 2008, Fall 2009, Spring 2010, Fall 2010
SOW 4360 – Practice II
Fall 2010, Spring 2011

PROFESSIONAL EXPERIENCE:

May 1996 – Present

Faculty/Lecturer in Social Work,
Florida State University College of Social Work,
Tallahassee, Florida
Responsibilities include: Teaching, advising, community
service, and academic support.

February 1992 – April 1996

Human Services Coordinator,
City of Tallahassee,
Department of Community Improvement,
Tallahassee, Florida
Coordinated human services intervention strategies,
evaluated and monitored City funded programs, contract
manager, produced agency performance reports,
neighborhood liaison, conducted community human services
planning meetings, worked one-on-one basis with
neighborhood residents, assessed human services needs,
staffed grant review process, served on various human
services boards/committees and collaborated ongoing with
law enforcement, Leon County Schools, Parks & Recreation,
Leon County Health Dept., Tallahassee Housing Authority
and other related organizations.

June 1994 – December 2001

Coordinator of Emergency Services/Juvenile Delinquency
Counselor,
Marks and Associates,
Leon County Drill Academy,
Tallahassee, Florida
Conducted group counseling, suicidal assessments, intakes
and exit interviews.

January 1996 – May 1996

Visiting Adjunct Instructor,
Florida State University, Tallahassee, Florida
Taught the graduate Social Work course entitled “Grant
Development and Writing, SOW 5545/6938”

April 1988 – January 1992

Communications Officer,
Florida State University Police Department,
Tallahassee, Florida
Dispatched calls, took initial complaints, monitored campus
security and fire alarms and maintained police logs.

August 1990 - June 1994

Group Counselor,
Marks and Alderman,
The Leon Start Center, Tallahassee, Florida
Conducted group counseling, psychosocial assessments and
individual counseling.

Other Professional and Related Experience:

- **Master's Level Practitioner, Generations, Inc., Tallahassee, Florida, 2010-present**
- **Master's Level Practitioner, Family Community Resources, Inc., Tallahassee, Florida, 2010-present**
- Life Skills Instructor, Leon County Jail, Tallahassee, Florida, 2010-present
- Master's Level Practitioner, Friends of Children, Inc., Tallahassee, Florida, 2009-2010
- Instructor's Aide, Leon County Schools
- Sales, Remington Shavers and Knives
- Peer Facilitator, Florida State University Student Counseling Center
- Clinical Social Work Intern, Apalachee Detox
- Clinical Social Work Intern, Marks and Alderman, The Leon County Start Center
- Criminology Intern, Broward Group Treatment Home

Certificates & Licenses:

- **Provisional Master's Level Licensure #PSW765**
- Certificate for Adoption Culturally Competent Mental Health Professionals
- Certificate for **Children's Functional Assessment Rating Scale (CFARS)**
- Reactive Attachment Disorder Training Certificate of Attendance
- Certificate of Achievement, Suicide Prevention
- Certificate of Achievement, Introduction to the Baker Act
- Certificate of Achievement, Individual Rights and the Baker Act

Non-Profit Agency Work:

Agency Incorporations

Consultant, The Center of Hope Outreach, Inc., Fort Lauderdale, Florida	(IRS Approved 2009)
Consultant, LDM Community Development Corporation, Tallahassee, Florida	(IRS Approved 2009)
Consultant, The Little University Family Enrichment Center, Inc., Tallahassee, Florida	(IRS Approved 2009)
Consultant, The Throw Away Kids Network, Inc., Tallahassee, Florida	(IRS Approved 2010)
Consultant, Academic Intervention Mentoring & Social Services, Inc., Midway, Florida	(IRS Approved 2010)
Consultant, All About Love, Inc., Tallahassee, Florida	(IRS Approved 2010)
Consultant, Crown of Life Media Productions, Inc., Tallahassee, Florida	(IRS Approved 2010)
Consultant, The A.S.E. Foundation, Tallahassee, Florida	(Pending Approval)
Consultant, Fresh Start Helping Hands Ministries, Inc., Quincy, Florida	(Pending Approval)
Consultant, Soul Development, Inc., Orlando, Florida	(Pending Approval)

Grants:

Current Grant Proposal Writer Services Customers

Principle Grant Proposal Writer, Future Leaders, Inc., Orlando, Florida, 2009
Principle Grant Proposal Writer, ASE Foundation, Inc., Tallahassee, Florida, 2010
Principle Grant Proposal Writer, Neighborhood Health Services, Tallahassee, Florida, 2010
Principle Grant Proposal Writer, COACH Foundation, Inc., Tampa/Tallahassee, Florida, 2010
Principle Grant Proposal Writer, The Throw Away Kids Network, Inc., Tallahassee, Florida, 2010
Principle Grant Proposal Writer, All About Love, Inc., Tallahassee, Florida, 2010
Co-Principle Grant Proposal Writer, Metropolitan Consulting and Design Group, Tallahassee, Florida, 2010

Funded Grant Proposals

Co-Principle Investigator, Commission on Responsible Fatherhood, 1996 – 1997
Principle Investigator, Weed & Seed (Leon County), 1997
Co-Principle Grant Proposal Writer & Investigator, Boys' Choir of Tallahassee, (Leon County), 1998
Co-Principle Grant Proposal Writer & Investigator, Boys' Choir of Tallahassee, (City of Tallahassee), 1998
Co-Principle Grant Proposal Writer & Investigator, Boys' Choir of Tallahassee, (Leon County), 1999
Co-Principle Grant Proposal Writer & Investigator, Gaines Street Project for Boys' Choir of Tallahassee, (Community Development Block Grant of Tallahassee, Florida), 1999
Principle Grant Proposal Writer, Love Ministries, Inc. (Curb Teen Pregnancy Project) of Live Oak, Florida, 2003
Co-Principle Grant Proposal Writer, Shekinah "Renaissance" Ministries, Inc. of Tallahassee, Florida, (National Faith Based Institute of West Palm Beach., Florida), 2003
Principle Grant Proposal Writer, A Shepherd's Hand Resource Center, (FSU Mini-Grant), 2005
Principle Grant Proposal Writer, Chatter Box Adult Day Care, (City of Tallahassee), 2006
Co-Principle Grant Proposal Writer, ALARM Community Development Center, Tallahassee, Florida, (Department of Health & Human Services), 2007
Principle Grant Proposal Writer, Florida Prevention Association, Inc. (Florida Network CINS/FINS), 2008
Principle Grant Proposal Writer, Florida Prevention Association, Inc. (Florida Department of Health), 2008
Principle Grant Proposal Writer, Gwen Andrews Academy, Inc., (Wal-Mart Foundation), 2009
Principle Grant Proposal Writer, ASE Foundation, Inc., (Leon County Jail), 2010
Co-Principle Grant Proposal Writer, Florida Prevention Association, Inc., Tallahassee, Florida, 2009

Other Grant Proposals:

Principle Grant Proposal Writer, Chaires Community Life Enrichment Center, Inc. of Chaires, Florida, (Keep Kids Drug Free & Safe), 2003
Principle Grant Proposal Writer, Morris Group Treatment Home, (Community Development Black Grant of West Palm Beach, Florida), 2003
Principle Grant Proposal Writer, Chaires Community Life Enrichment Center, Inc. (Alpha House) of Chaires, Florida, (The Blue Foundation), 2003
Principle Grant Proposal Writer, MAD DADS of Ocala, Florida, (Fl Department of Children & Families), 2004
Co-Principle Investigator, HELP AD: Gadsden County Substance Abuse Coalition, (SAMHSAA), 2005
Principle Grant Proposal Writer, HELP AD: Gadsden County Substance Abuse Coalition, (Fl Office of Drug Control, Drug Free Communities), 2005
Principle Grant Proposal Writer, Lemon-Aid Makers, Inc. of Atlanta, Georgia, (Foundation Grants), 2005
Principle Grant Proposal Writer, Overcomers Community Development and Economic Center, Tallahassee, Florida, (U.S. Department of Health & Human Services), 2007
Principle Grant Proposal Writer, Frenchtown Outreach Center, Tallahassee, Florida, (SAMHSAA), 2008

Principle Grant Proposal Writer, Florida Prevention Association, Inc., Tallahassee, Florida, (OJJDP), 2008
Principle Grant Proposal Writer, A.S.E. Foundation, Inc., Tallahassee, Florida, (Florida Department of Health)
2008
Principle Grant Proposal Writer, 2-1-1 Big Bend, Tallahassee, Florida, (Foundation Grants), 2008

Grant Proposal Writing Presentations:

“Grant Proposal Writing Workshop”
Metropolitan Corporation & Design Group
Tallahassee, Florida
October 2010

“Grant Proposal Writing Workshop”
Metropolitan Corporation & Design Group
Tallahassee, Florida
May 2010

“Grant Proposal Writing Workshop”
Rock Ministry International
Tallahassee, Florida
June 2010

“Grant Proposal Writing Workshop”
Metropolitan Corporation & Design Group
Tallahassee, Florida
March 2010

“Grant Proposal Writing Workshop”
Metropolitan Corporation & Design Group
Tallahassee, Florida
December 2009

“Grant Proposal Writing Workshop”
Community Trust Corporation
Tallahassee, Florida
November 2009

“Grant Proposal Writing Workshop”
Rock Ministry International
Tallahassee, Florida 2009

“Grant Proposal Writing Workshop”
Cathedral Church of God
Deerfield Beach, Florida 2009

“Grant Proposal Writing Workshop”
Department of Juvenile Justice Neighborhood Accountability Board & Faith Community Network
Tampa, Florida 2005

“Grant Proposal Writing Workshop”
Sanctuary of Praise Church of God
Jacksonville, Florida 2005

“Grant Proposal Writing Workshop”
Department of Juvenile Justice Neighborhood Accountability Board & Faith Community Network
Orlando, Florida 2005

“Grant Proposal Writing Workshop”
Department of Juvenile Justice Neighborhood Accountability Board & Faith Community Network
Jacksonville, Florida 2005

“Grant Proposal Writing Workshop”
Department of Juvenile Justice Neighborhood Accountability Board & Faith Community Network
Miami, Florida 2004

“The Nuts and Bolts of Grant Writing Workshop”
The North Florida Chapter of the National Association of Black Social Workers (NABSW)
Tallahassee, Florida 2004

“Grant Proposal Writing Workshop”
Bethel @ Mt. Sinai
Mayo, Florida 2004

“Grant Proposal Writing Workshop”
Rite Solutions, Inc.
Tallahassee, Florida 2004

“Grant Proposal Writing Workshop”
6th Annual FAMU Institute on Urban Policy & Commerce Conference
Clearwater, Florida 2004

“Title II & Challenge Grant Application Workshop”
Florida Department of Juvenile Justice
Office of Prevention & Victim Services
Jacksonville, Florida 2004

“Title II & Challenge Grant Application Workshop”
Florida Department of Juvenile Justice
Office of Prevention & Victim Services
Miami, Florida 2004

“Title II & Challenge Grant Application Workshop”
Florida Department of Juvenile Justice
Office of Prevention & Victim Services
Orlando, Florida 2004

“Title II & Challenge Grant Application Workshop”
Florida Department of Juvenile Justice
Office of Prevention & Victim Services
Tallahassee, Florida 2004

“Grant Proposal Writing Workshop”
National Center Institute for Faith Based Initiative
Atlanta, Georgia 2003

“Grant Proposal Writing Workshop”
National Center Institute for Faith Based Initiative
Miami, Florida 2003

“Grant Proposal Writing Workshop”
National Center Institute for Faith Based Initiative
Youngstown, Ohio 2003

“Grant Proposal Writing Workshop”
National Center Institute for Faith Based Initiative
Chicago, Illinois 2003

“Grant Proposal Writing Workshop: Back to the Basics”
Grant Master Solutions, Inc.
Tallahassee, Florida 2003

Additional Presentations:

Community Justice Network for Youth 2010 National Conference’s Day of Action
Washington, D.C., 2010

“Utilizing Community Outreach as a Gang Prevention Tool”

Fifth Caribbean and International Social Work Educators Conference
Nassau, Bahamas 2001

“Using Music as a Therapeutic Tool When Working With Caribbean Youth”

National Association of Black Social Workers Conference
Los Angeles, California 2000

“Using Music as a Therapeutic Tool When Working With Young Inner City Males”

Diversity Issues Colloquium:

Co-Moderator
FSU College of Social Work
Tallahassee, Florida 2006

Co-Moderator
FSU College of Social Work
Tallahassee, Florida 2005

Co-Moderator
FSU School of Social Work
Tallahassee, Florida 2004

Moderator
FSU School of Social Work
Tallahassee, Florida 2003

Speaking Engagements:

Keynote Speaker
The 10th Annual Bobby E. Leach Ball presented by the Black Student Union
December 2004

International Social Work:

Co-Conference Coordinator, Fifth Caribbean and International Social Work Educators Conference
Nassau, Bahamas 2001

Publications:

1992-1997 City of Tallahassee Human Services Strategic Action Plan
1993 City of Tallahassee Human Services Needs Assessment

Awards/Honors:

Outstanding Service Award, Springfield Neighbors Against Drugs 1993
Certificate of Appreciation, Be Safe Tallahassee 1992
Community Service Award, Leon County Board of Commissioners 1993-1995
Certificate of Appreciation, Florida High School 1995
Boys Scout Leader Award, Suwannee River Area Council 1995
Nominee, FSU University Teaching Award 2006

Appointments:

Present Appointments

Board Member, Northwest Florida Black Business Investment Corp., 2006-present
Board Member, Metropolitan Design & Consulting Group, Inc., 2010-present
Board Member, Leon County Schools, 21st Century Learning Community, 2010-present

Former Appointments

Committee Member, Statewide Course Numbering System Faculty Discipline Committee on Social Work,
Florida Department of Education, 2005
Staff, Commission on Responsible Fatherhood, 1996 - 1997
Board Member, Health and Human Services Board for DCF District Two, appointed by the Leon County Board
of Commissioners from 1993 - 1995.

Professional and Community Affiliations:

Present Professional and Community Affiliations

Board Member, The Throwaway Kids Network, Inc.
Co-Vice President, Men of Action, South Capitol Church of God
Director, Family Training Hour, South Capitol Church of God
Deacon, South Capitol Church of God

Former Professional and Community Affiliations

Member, National Association of Black Social Workers
Member, National Association of Social Workers
Assistant Football Coach, Chaires-Capitola Cougars Junior Midget Football Team
Assistant Football Coach, Chaires-Capitola Cougars Pee Wee Football Team
Board Member, Chaires Community Life Enrichment Center, Inc.
Board Member, Comprehensive Community & Family Services, Inc.
Committee Member, Leon County Schools Title I District Parent Involvement
Board Member, Boys' Choir of Tallahassee, FSU School of Social Work
Board Member, Salvita, Inc.
Member, National Association of Social Workers
Member, Advisory Council, Florida State University School, Full Service School Program
Member, Rickards High School Work Group, Leon County Schools Shared Services Center Severely Emotionally Disturbed (SED) Network
Member, Leon County At Risk Boy Scouts Committee
Member, Leon County Juvenile Justice Council, Inc.
Member, Weed and Seed Steering Committee
Member, Sons of Allen Bethel A.M.E. Church
Cub Master/Den Leader, Boy Scouts Pack 163, John G. Riley Elementary
Unit Commissioner, Boys Scouts of America
Member, Tallahassee Chamber of Commerce's Youth Initiative Council
Assistant Baseball Coach, Tallahassee Parks and Recreation, Levy Park Giants, 1993-95
Head Football Coach, Tallahassee Parks and Recreation, Levy Park Chargers, 1995

Career Related Training:

Adoptions Competency Certification Training
Big Bend Community Based Child Care & Rutgers University
Tallahassee, Florida 2010

Reactive Attachment Disorder Training
Florida Department of Children & Families
Tallahassee, Florida 2010

Adoptions Star Agency
Adoptions Training
Fort Lauderdale, Florida 2008

Program Grant Writing @ Florida State University
Tallahassee, Florida 2007

Program Grant Writing @ Florida State University
Tallahassee, Florida 2005

City of Tallahassee's Race Relations Summit
Tallahassee, Florida 2003

Fifth Caribbean and International Social Work Educators Conference
Nassau, Bahamas 2001

National Association of Black Social Workers Conference
Los Angeles, California 2000

National Association of Black Social Workers Conference
Atlanta, Georgia 1999
BPD Annual Conference—Association of Baccalaureate Social Work Program Directors
Albuquerque, New Mexico 1998

Weed and Seed National Conference
San Antonio, Texas 1994

Community Development Block Grant (CDBG)
Financial Management Training
Jacksonville, Florida 1994

Johnson Institute
Cultural Competencies
Tallahassee, Florida 1994

Offices of the Attorney General and Department of Corrections
Ninth National Conference on Preventing Crime in the Black Community
St. Petersburg, Florida 1994

Offices of the Attorney General and Department of Corrections
Eighth National Conference on Preventing Crime in the Black Community
West Palm Beach, Florida 1993.

The Wrice Process
Neighborhood Anti-Drug Coalition Training
Dublin, Georgia 1993

Carondelet Management Institute
Gangs: A Prevention Training Program
Atlanta, Georgia 1992

The Urban Minority Alcoholism and Drug Abuse Outreach
Programs of Ohio
Sixth Annual State Conference
Cleveland, Ohio 1992