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QUALIFICATIONS SUMMARY

Community Relations and Marketing Director with exemplary career, including nine years supervisory experience. Demonstrated knowledge of federal, state and city political, regulatory and legislative processes. Experience working with elected officials, public agencies, advocacy groups, and community-organizations. Extensive experience and training with mental illness, HIV/AIDS, developmental disabilities, alcoholism, substance abuse, housing, homelessness and senior issues. Exceptional ability to build coalitions among groups with diverse interests. Excellent analytical, problem solving, organizational and communication skills.

RELEVANT ACCOMPLISHMENTS

GOVERNMENT AND COMMUNITY RELATIONS

- Organized Brooklyn tenant groups to meet with New York State legislators during "Tenant Action Day in Albany," which strengthened rent regulation laws in New York State.
- Served as southern Brooklyn transportation investment study liaison for the Office of the Brooklyn Borough President and advised the Borough President on major transportation investment initiatives.
- Represented the Office of the Brooklyn Borough President on a Pedestrian Traffic Safety Study at Kings Plaza Shopping Mall which resulted in major improvements in pedestrian and vehicular safety in the surrounding area.

PROGRAM DEVELOPMENT / FUNDRAISING / MARKETING

- Increased senior center membership by 25% through the development of new program activities, classes, trips and events.
- Received approval from state agency for 15% geographic expansion of contracted catchment area for senior services program.
- Obtained additional sources of program revenue through a 50% Increase in paid advertisements for a senior newsletter.
- Expanded housing services to tenants and landlords by 25% through programmatic restructuring and targeted outreach efforts.

TASK FORCE / COMMITTEE LEADERSHIP / COALITION DEVELOPMENT

- Acted as chairperson and coordinator of the Bay Ridge Coalition on Aging and Emergency Preparedness Task Force comprised of more than 100 member organizations and service providers.
- Spearheaded formation of the Brooklyn Borough President's Mitchell-Lama Task Force and through development and coordination of the task force achieved a substantial reduction in the number of buyouts in Mitchell-Lama developments.
- As vice chairperson of the Brooklyn Borough President's Mitchell-Lama Task Force chaired task force and committee meetings.
- Achieved a more accurate census and greater federal funding for Brooklyn through chairing of committees and coordination of outreach efforts and activities of the Brooklyn Borough President's Census 2000 Task Force.
- As chair of Housing and Quality-of-Life Committee produced first edition of "Mid-Brooklyn Directory of Community Services."

PUBLIC SPEAKING / SPECIAL EVENTS

- Organizer and master of ceremonies for conference "Keeping Seniors Safe: Emotionally, Physically and Financially" with more than 150 participants and a panel of speakers including Brooklyn District Attorney Charles Hynes.
- Coordinated "Brooklyn Mitchell-Lama Day," which included a panel of speakers and workshops for more than 350 participants.
- Appeared on Brooklyn Cable Access Television at City Hall while presenting testimony concerning Mitchell-Lama housing.
- Event organizer and master of ceremonies at first-ever borough president's chess championship, in Coney Island Brooklyn.
- Event coordinator and master of ceremonies on opening day at first-ever "MetroTech Garden and Chess Festival," in Brooklyn.

WRITING / RESEARCH / DESIGN

- Substantially improved layout, design and content of a widely distributed monthly newsletter for seniors and service providers.
- Drafted speeches and testimony on issues such as Mitchell-Lama housing buyouts, New York City Rent Guidelines Board annual increases, New York City Department for the Aging Annual Plan, and the Federal Reauthorization of the Older Americans Act.
- Submitted progress and recommendation reports on the efforts of the Brooklyn Borough President's Census 2000 Task Force.
- Supervised research, editing and layout of first publication of the "Mid-Brooklyn Directory of Community Services."
- Developed and submitted innovative proposals for funding for housing, after-school and supported employment programs.

PROFESSIONAL EXPERIENCE

INSTITUTE FOR COMMUNITY LIVING, INC., New York, NY

7/11-Present

Director of Community Relations and Marketing

Assist Vice President of Corporate Community Relations in conceptualizing, developing and facilitating the implementation of projects related to community relations and marketing helping the agency become a valued neighbor in the communities it serves. Responsible for close coordination and communication with managers, and clinicians throughout the agency. Collaborate with representatives from various communities, organizations, hospitals, medical professionals, elected officials and neighborhood stakeholders with the goal of providing outreach and coordination of community organizing initiatives as well as heightening the agency's profile in the community.

BETHLEHEM EVANGELICAL LUTHERAN CHURCH D.B.A. BAY RIDGE CENTER, Brooklyn, NY

9/09-12/10

Director of ShoreRidge CARES Neighborhood Naturally Occurring Retirement Community

Assumed overall responsibilities for the operation of a recently closed state-funded, community-based supportive services program for seniors. Monitored program activities to insure contractual compliance. Developed program budget and solicited funding opportunities. Supervised staff, interns, volunteers and on-site partners. Assigned casework and reviewed client intakes, assessments and referrals. Coordinated with partners on the development of activities and events. Organized, planned and conducted inter-agency staff meetings. Designed, edited and published a monthly newsletter distributed to seniors and businesses.

OFFICE OF THE BROOKLYN BOROUGH PRESIDENT, Brooklyn, NY

7/99-8/08

Community Assistance Specialist (7/07-8/08)

Responded to complaints, inquiries and requests for assistance. Advocated on behalf of constituents with community organizations and government agencies. Supervised and trained interns on client records management utilization software and filing systems.

Community Assistance and Housing Specialist (7/05-7/07)

Advised the borough president on community issues and recommended actions to be taken on federal, state and city housing legislation, policies and regulations. Drafted and presented housing policy reports, briefings, speeches, testimonies, press releases.

Housing Specialist / Community Liaison (7/02-7/05)

Coordinated efforts of the borough president's Mitchell-Lama Task Force to respond to the crisis of Mitchell-Lama buildings' buyouts. Arranged meetings for community leaders to address housing concerns with the borough president. Drafted letters to organizations seeking borough president's support and funding. Supervised and trained interns and volunteers on housing matters.

Community Board Coordinator (7/99-7/02)

Served as representative for the borough president at community board and district service cabinet meetings. Organized and supervised borough-wide special events. Coordinated outreach and activities of the Borough President's Census 2000 Task Force.

MIDWOOD DEVELOPMENT CORPORATION, Brooklyn, NY

1/98-6/99

Housing Director

Responsible for program development through policy formulation, implementation of procedures, management of contracts and grant applications. Provided counseling and advocacy to tenants and landlords. Supervised and trained staff, interns and volunteers.

EDUCATION

Education

Master of Arts in Psychology, Long Island University, Brooklyn, NY

Bachelor of Arts in Psychology, Saint Francis College, Brooklyn, NY

COMPUTER SKILLS

Proficient in: Hardware: PC, Laptop, Blackberry Handheld, Windows Mobile, Palm; Operating Systems: MS Windows Vista, XP, 2000. Applications: MS Office 2010, 2007, 2003-Word, Outlook, Publisher, Picture Manager; Internet Research, Web Browsers, E-Mail, Instant Messenger, Social Media. Knowledgeable in: Applications: MS Office 2010, 2007, 2003-Excel, Access, PowerPoint; MS Works, Outlook Express, WordPerfect, Adobe PageMaker, Adobe Reader, SPSS, Picasa, Blackberry Desktop Manager, Documents To Go, Active Media Sync, Google Calendar Sync; Web Site Design. Additional experience: Hardware: Printers, Routers, Modems, Scanners, USB Ports, Flash Drives; Operating Systems: Configuration, Troubleshooting; Software: Installation, Upgrading. Typing 52 WPM.