



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

OFFICE OF THE CITY CLERK
NEW BEDFORD, MA
2022 JUN -2 AM 10:48
CITY CLERK

June 1, 2022

City Council President Ian Abreu
And Honorable Members of the New Bedford City Council
New Bedford City Hall
133 William Street
New Bedford, MA 02740

Dear City Council President Abreu and Honorable Members of the City Council:

I write to request the City Council's appointment of EMILY ARPKE as CITY AUDITOR for the City of New Bedford. Ms. Arpke is very highly regarded by the financial management team at City of Brockton and the Brockton Redevelopment Authority where she is employed as the Chief Operating Officer.

In her current capacity with the Redevelopment Authority, Ms. Arpke has been responsible for the budgeting and compliance associated with a range of federal, state, and local grants, and has worked in close collaboration with the Auditor's Office and other municipal finance managers. Among other professional credentials, she holds a Master's degree in Public Administration from Northeastern University.

In her role as Auditor, the expectation is that she will receive close support from former New Bedford City Auditor Robert Ekstrom for a transition period. She will assume her position at Step 1 of the Unit C schedule. In sum, Ms. Arpke is an excellent choice, having demonstrated the professionalism and technical expertise required to successfully lead the Office of City Auditor. Thank you for your consideration.

Sincerely,


Jon Mitchell
Mayor

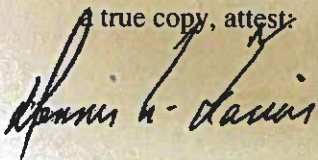
Attachment: Arpke resume

IN CITY COUNCIL, June 09, 2022

Referred to the Committee on Appointments and Briefings.

Dennis W. Farias, City Clerk

A true copy, attest:



City Clerk

Emily Arpke

SUMMARY STATEMENT

Master level of education in Public Administration with 7 years of professional experience in planning, organization, management, and development. Excels in critical thinking and problem solving. High level of commitment and loyalty to service and community development.

PROFESSIONAL SKILLS

Education	Bachelor of Science in Public Administration and Nonprofit Management from University of Central Florida; Master of Public Administration from Northeastern University; Accounting, Graduate Certificate at Bridgewater State University.
Employment	My employment has been in self-management settings, that require motivation and strong work ethic. Team management and growth has been a natural role taken on the last four years. Problem solving and community development to meet the needs of the most vulnerable population with federal funding.
Personal	Nothing is impossible with hard work and dedication. Every day is a chance to be better, grow, and learn more. Highly organized and driven.

PROFESSIONAL WORK EXPERIENCE

Chief Operating Officer, March 2018 – Present

Brockton Redevelopment Authority, Brockton, MA

Previous Titles: Community Development and Compliance Director and Community Development Program Manager

Job Type: 40 hours per week, Full-Time

Supervisor: Robert Jenkins, (508) 586-3887

Responsible for all grant programs, budgeting and compliance management of the Brockton Redevelopment Authority's activities and services, staffing and office operations, and organizational planning. Coordinate, manage, write and obtain federal, state and local grants budgeting and compliance for \$9M annually. Majority of time spent on CDBG, HOME, and LBPHC HUD grants.

Compliance for all funding and activities taken on by the organization. Use community engagement and data to further all program goals and evaluations. Assist in development plans and activities as a quasi-government agency. Build relationships with community, developers, organizations, and City leaders to advance the City's development vision. Develop and manage staff in training, policies, and growth. In three years, I have added over \$6.5M in grants outside of our annual funding and doubled the staff.

Development Coordinator, March 2015 – March 2017

JDRF, Wellesley, MA

Job Type: 40 hours per week, Full-Time

Supervisor: Amy Montalto, (617) 910-7542

Coordinated and managed as many as 10 events annually in hand with committees, vendors, and staff. Used data analysis to further all program goals and evaluations. Assisted in budget management and event planning for the \$2 million annual Gala. Built relationships with donors and volunteers to advance the organizations mission. Applied for local grants under \$10k. Reinstated Young Leadership Committee.

OTHER WORK EXPERIENCE

President and Director, May 2018 – Present

PROVA!, Brockton, MA

Salary: None

Job Type: Volunteer

Converted group effort project into official nonprofit. Manage fundraising, budgeting, scheduling, reporting, board growth and development for community development organization in Downtown Brockton.

EDUCATION

Accounting, Graduate Certificate, December 2021 – December 2022

Bridgewater State University, Bridgewater, MA

Master of Public Administration, September 2016 - May 2018

Northeastern University, Boston, MA, GPA 3.6

Bachelor of Science in Public Administration, August 2012 - May 2015

Minor in Nonprofit Management

University of Central Florida, Orlando, FL, GPA 3.4

CERTIFICATIONS/TRAINING

- **CDBG Basics**
- **CDBG Advanced**
- **HOME Basics**
- **Annual National Community Development Association Conferences and Training**
- **Certified Nonprofit Professional**

VOLUNTEER EXPERIENCE / COMMUNITY SERVICE

Teen Court, 2009 - 2012

Inverness, FL

Volunteer teen attorney for teen court where adolescents who commit their first crime could go for a second chance, and an opportunity to have their record expunged.

JDRF, 2014 – 2018

Altamonte Springs, FL and Wellesley, MA

Development intern for a year in the Altamonte Springs office part time and continued to volunteer at events there and here outside of my employment.