

Millicent M. Dixon

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Summary

I began my career in the private non-profit sector and soon transitioned to public service. My passion for helping traditionally disadvantaged people has led me to spend a significant portion of my career and personal time assisting small businesses and individuals access their government its resources.

Work Experience

GOVERNMENT RELATIONS COORDINATOR AND GRANT WRITER | CORNERSTONE SERVICES, LLC - JANUARY 2020-PRESENT

- ❖ Procure federal, state, local, and private funding
- ❖ Liaise with local, state, and Federal governments, business leaders, and private foundation leaders

QUALITY CONTROL ENUMERATOR | US CENSUS BUREAU | AUGUST 2019 - OCTOBER 2019

- ❖ Monitored input of Global Positional System (GPS) coordinates for the 2020 Census

CAMPAIGN STAFF | CHAMBERLIN FOR MS | JUNE 2016 - NOVEMBER 2016

- ❖ Advised the successful campaign for the 2016 election to the Mississippi Supreme Court, District 3
- ❖ Arranged candidate's campaign appearances and interest meetings in Northern Mississippi

BOARD MEMBER/TREASURER | JONESTOWN FAMILY CENTER | JUNE 2015- OCTOBER 2017

- ❖ Prepared and balanced the non-profit's over \$300,000 annual budget, while ensuring compliance with the wide array of nationwide funding sources
- ❖ Negotiated the Center's merger with a multi-million-dollar non-profit investment partner (But God Ministries), previously only active in Haiti, establishing the group's first domestic-based programming in Jonestown, MS

LEGISLATIVE CORRESPONDENT / CONSTITUENT LIAISON | U.S. SENATE | FEBRUARY 2013-JULY 2015

- ❖ Advised a Mississippi-elected U.S. Senator and senior member of the Senate's Armed Services; Commerce, Science & Transportation; Budget; and Environment & Public Works Committees

- ❖ Corresponded and conversed with thousands of constituents and citizens regarding legislative issues as well as personal requests, such support for federal grant funding for Mississippi causes and communities

DEPUTY ADVISOR FOR FEDERAL AND CONGRESSIONAL AFFAIRS | DELTA REGIONAL AUTHORITY (DRA) | AUGUST 2011 - FEBRUARY 2013

- ❖ Lobbied members of Congress, Governors ,and executive branch officials to further the agenda and \$23 million budget of the joint state-federal economic development agency
- ❖ Monitored grant projects affecting the Authority's entire 8-state, 252 county/parish area
- ❖ Served as the agency's designee to both the White House Rural Council and White House Economic Council of the Obama Administration

COMMUNITY DEVELOPMENT OFFICER | SOUTHERN BANCORP CAPITAL PARTNERS | JANUARY 2011-JULY 2011

- ❖ Monitored grants awarded by the WK Kellogg and Walton Family Foundations
- ❖ Secured funding for demolition of dilapidated housing for the purposes of crime reduction, economic development, and blight elimination in the City of Clarksdale, MS
- ❖ Facilitated grant funding requests from a diverse group of community organizations

Education

BACHELOR OF ARTS | MAY 2011 | DELTA STATE UNIVERSITY

- Major: Political Science
- Minor: English

Current Service:

- ❖ Board Member – Hernando Elementary Parent Teacher Association 2021 – Present
- ❖ Board Member – Hernando Hills Elementary 2023-2024 School year
- ❖ Board Member – St. Matthew Foundation, Lambert, MS
- ❖ Board Member – Crossroads Economic Partnership, Clarksdale, MS
- ❖ Assistant Secretary - Alpha Kappa Alpha Sorority, Inc. – Initiated Fall 2019, Iota Delta Omega Chapter