

CURRICULUM VITAE

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Dr. Beverly A. Browning has been training grant writers for nearly five decades. Her clients have included small businesses; career, volunteer, and combination fire departments; chambers of commerce; faith-based organizations and units of local and county municipal governments; state and federal government agencies; school districts and colleges; charter schools; social and human service agencies, hospitals, service associations, and Fortune 500 corporations. Dr. Browning has assisted clients and workshop participants throughout the United States in receiving more than \$750 million in awards.



Dr. Browning is the author of **48 grants-related publications**, including seven editions of *Grant Writing For Dummies*,™ *Nonprofit Kit for Dummies*,™ *Fundraising for Dummies*,™ *Grant Writing for Educators*, *How to Become a Grant Writing Consultant*; *Faith-Based Grants: Aligning Your Church to Receive Abundance*; *Perfect Phrases for Writing Grant Proposals* and *Perfect Phrases for Fundraising*; *Nonprofit A—in-One for Dummies*, and *Rule of Thumb: A Guide to Small Business Sustainability*.

She holds degrees in organizational development and public administration (with a minor in health care administration). Dr. Browning was awarded an honorary doctorate in Business Resource Management in 2002 from the United Kingdom. She is a grant writing course developer and online facilitator for Ed2Go.com (Cengage Learning/Wiley Publishing). Dr. Browning's online grant writing courses are taught to thousands of students annually on www.ed2go.com. She is the Founder and Director of the Grant Writing Training Foundation (2007) and CEO of Bev Browning, LLC (2018). In addition, Dr. Browning is a member of the Grant Professionals Association (20 years) and received an award for **Outstanding Contributor to the Grant Profession**. She is an 8-year Association of Fundraising Professionals (AFP) member. Dr. Browning is also one of the founders and a governing board member of a de novo community bank in Phoenix, Integro Bank. In addition, she was appointed Executive Director of the Integro Bank Foundation in 2022. In 2023, she joined the governing board of the Grant Professionals Foundation.

EDUCATIONAL ACHIEVEMENTS

- **Program Design Refresher for Facilitators:** McNellis Compression Planning Institute - 2019
- **Certificate of Completion:** McNellis Compression Planning Institute – **Facilitation** 2018
- **Certification:** Consultant's Development Institute – **Strategic Planning Facilitation (CSPF)**, 2017
- **Certification:** Evaluation Institute (Illinois) – **Evaluation design, data collection methodology, data interpretation, reporting, and dissemination** for grant-funded programs, 2000
- **Honorary Doctorate:** Bridgewater University, International non-transcript literary award, 2003
- **Masters:** the University of Michigan, Gerald R. Ford School of Public Policy (Michigan) – **Public Administration** with 15 credit hours in **Health Care Administration** (minor), 1988
- **Bachelors:** Spring Arbor College (Michigan) – **Management of Human Resources** (Org. Development), 1985

CLASSROOM/GROUND INSTRUCTOR EXPERIENCE

Curriculum Developer and Workshop Facilitator for Grant Writing Boot Camp and Nonprofit Board of Directors Boot Camp. Started teaching in this format under Grant Writing Training Academy in 1998. The first session was piloted in Michigan with the United Way of Genesee County (Flint), the University of Michigan – Flint Campus, and the Charles Stewart Mott Foundation. Since then, the 14-hour Grant Writing Boot Camp™ (Certified Fund-Raising Executives (CFRE) accreditation for individuals seeking to take the CFRE International exam and for grant professionals taking the Grant Professionals Certification Institute exam for grants industry credentialing) has been taught (trained) U.S.-wide at over 100 colleges, universities, nonprofits, and associations. Evaluation feedback has helped the instructor, Beverly A. Browning, strengthen the curriculum and develop learning outcome rubrics for all students.

Faculty/Curriculum Developer – 2005 to 2010

Program Area: Institute for Organizational Management

Courses Developed and Taught:

E160 Grant Writing - Tap the world of grants to get funding for community projects. Learn how to plan, research, organize, write, package, and submit proposals.

E360 Rethinking Communications - Your communication plan must effectively convey organization products, programs, and services. Learn to evaluate your communication and marketing plans to ensure your organization is properly branded to reach its critical audience.

C150 Messaging and Media - Crafting an important message is a difficult skill to master. Learn to communicate your message in the boardroom or on the 6:00 p.m. news.

Faculty/Curriculum Developer – 2002 to 2008

**University of Central Arkansas
Community Development Institute**

Program Area: Community and Economic Development

Course Developed and Taught:

Grants & Fiscal Resources

Adjunct Faculty Member – Phoenix Campus – 1995 to 2001

University of Phoenix

Program Areas – Bachelor of Science in Business Communications and General Studies

Courses Taught:

MGT 330 Management: Theory, Practice, & Application - Explores the rich field of management in theory and practice, and as both science and an art. The course also addresses the role of managers in the current world of rapid change, increased competitive forces, and increased expectations for the successful performance of employees and organizations. The focus is on some of the ways and means of achieving desired goals. The student will leave this course with a solid background in the nature and work of management and managers. Applications of concepts to current workplace issues will be stressed.

MGT 344 Organizational Behavior and Ethical Responsibility - Encompasses the study of individual and group behavior in organizational settings and explores the ethical issues employees are exposed to. Contemporary issues in organizational behavior challenge individuals to recognize ethical dilemmas and resolve them through active deliberation and sound decision-making. A comprehensive review of organizational behavior and ethics will allow students to examine their roles and responsibilities within organizations of the new millennium.

MGT 350 Critical Thinking: Strategies in Decision Making - Provides students opportunities for analysis, synthesis, prescription, and application of critical thinking and decision-making within the organization. Emphasis is placed on preparing managers who can deal clearly, rationally, and creatively with a diverse workforce and dynamic workplace. This course equips students with concrete skills in critical thinking and decision-making that will allow them to identify and solve organizational problems and provide strategic direction.

COMM 102 Communication Skills for Career Growth - This course covers the skills necessary for effective communication in the work environment and in modern society. The course provides an orientation to basic communication theories and discusses the fundamentals of interpersonal, written, and oral communication skills. Emphasis will be placed on applying these skills and theories to group processes and professional situations.

COMM 105 Introduction to Effective Written Communication focuses on the core academic skills students use to write effective university-level essays. Learning applications drill down from strategies to composing essays through paragraph structure, sentence construction, and word choices. Emphasis will be placed on developing individual writing skills and applying strategies for collaborative writing in Learning Teams.

COMM 215 Essentials of College Writing - Covers the essential writing skills required for college-level coursework. Students will learn to distinguish between interpretive and analytical writing while using the writing process and specific rhetorical strategies to develop position and persuasion essays. A case study analysis and Learning Teams will prepare an applied research paper. The course offers exercises to review the elements of grammar, mechanics, style, citation, and proper documentation.

COM 310 Communication: Theories and Practice - Explores the various theories of communication that create the foundation for the study of communications in the bachelor's degree program at the University of Phoenix. Major communication areas examined in this course include intrapersonal, interpersonal, group and teamwork, organizational, intercultural, and mass media. Each area and others will be studied in greater depth in subsequent courses in the degree program.

PHL 251 Critical Thinking - Focuses on critical thinking, and informal logic helps students develop the ability to reason clearly and critically. It includes an introduction to the disciplines of inductive and deductive logic, fallacious reasoning, and problem-solving techniques. Emphasis is placed on identifying and managing the perception process, use of assumptions, emotional influences, and language in various forms of business communication.

GEN 101 Skills for Lifelong Learning I - Designed to provide core competencies for adult learners. The course examines learning theory and the application of adult learning principles to communication skills, group processes, and personal management. Adult learners will develop strategies for achieving University of Phoenix Learning Goals in school, work, and personal settings. Students will also be introduced to the University Library and learn how to access resources successfully.

GEN 300 Skills for Professional Development - Examines the skills necessary for successful critical thinking, teamwork, research, and communication. The course is designed to aid adult learners in acquiring and improving the core competencies necessary at the University of Phoenix. Students will examine their reasons for returning to school and develop strategies for achieving educational goals in school, work, and personal settings. Students will also be introduced to the University library and learn how to access its resources successfully.

Adjunct Faculty Member – Flint Campus – 1985 to 1993
Spring Arbor University

Program Area: Bachelor of Arts in Management and Organizational Development

Courses Taught:

BUS 343—Individual in the Organization (3): Organizational behavior as it relates to individual motivation, productivity, and performance. A secondary emphasis focuses on effectiveness in interpersonal relationships. Students understand motivation and organizational behavior theories and develop skills in effective interpersonal relationships.

BUS 402—Principles of Leadership and Management (3): Leadership studies and management theories in a historical context are examined. Systems theory, total quality management, collaborative team management, and strategic planning models receive special attention and analysis. The importance of vision, mission, and values will be demonstrated through readings, experiential activities, computer simulations, and discussions.

BUS 432—Human Resource Management and Supervision (3): This course assists students in understanding and applying principles and practices related to human resource planning, recruitment, selection, utilization, and labor relations. Special attention is given to the legal environment and to management and human resources supervisory issues. Accomplishing human resource management functions in different-sized organizations will be considered

BUS 437—Organizations and Environments (3): The structure and design of organizations with primary emphasis on the organization as an open system. Students learn to utilize a systems approach in basic organizational diagnosis. Contingency theory provides a theoretical framework for understanding the impact of the environment on organizational effectiveness and design.

BUS 452—Group and Organizational Behavior (3): This module studies group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Students develop strategies for effective and productive group management and determine which tasks are best handled by groups or individuals.

BUS 460—Research Project (6): Each student combines his/her research and practical implementation of theories and concepts and problem-solving in the context of the student's occupation or avocation. The student's project thesis is written and orally presented to the instructor and the learning group.

IDS 400—Values: Personal and Social (3): A capstone course in which the student formulates a philosophy of life as a base for ethics in business, accountability in government, respect for human rights, and a responsible lifestyle in the contemporary world. Ethical theories and personal values are examined through readings, analysis of the workplace, and classroom discussion.

PSY 310—Adult Development and Life Planning (3): Module one emphasizes the experiential nature of nontraditional education and adult development theory. Students will be familiar with various theories and instruments, providing a cognitive basis for personal analysis and understanding. The objective of the module is personal discovery and affirmation through examination of one's strengths and the subsequent adjustments that may assist areas of personal growth.

WRT 312—Critical Analysis and Research Writing (3): This course equips students to become more competent and confident writers by emphasizing the interrelationship between one's ability to think critically, read actively, and write proficiently. Narrative, research, and analysis are employed to increase student mastery of the important technical components of college-level writing. Students are also taught how these skills can be used to demonstrate

experiential learning for college-level credit. This course does not meet the general education communications skills requirement.

Adjunct Instructor – 1981

Baker College

Program Area: Health Sciences

Courses Taught:

Anatomy and Physiology

ONLINE INSTRUCTOR EXPERIENCE

Adjunct Faculty Member – Phoenix Campus – 2001 to 2003

University of Phoenix

Program Areas – Bachelor of Science in Business Communications and General Studies

Courses Taught:

MGT 330 Management: Theory, Practice, & Application - Explores the rich management field in theory and practice as both a science and an art. The course also addresses the role of managers in the current world of rapid change, increased competitive forces, and increased expectations for the successful performance of employees and organizations. The focus is on the ways and means of achieving desired goals. The student will leave this course with a solid background in the nature and work of management and managers. Applications of concepts to current workplace issues will be stressed.

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Faculty – 2005 to 2008
Rio Salado College

Program Area: Public Administration

Course Taught:

PAD 170 Public Sector Organizational Behavior - Basic Principles of public-sector management from an organizational behavior perspective. Levels of organizational behavior: the individual, the group, and the organization system emphasized.

Instructor/Curriculum Developer – 2001 to Current
Education To Go (Ed2Go.com)

Program Areas: Grant Writing and Nonprofit Management

Courses Developed and Taught:

Advanced Proposal Writing - In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. Learn what to do--and, more importantly, what not to do--on every part of your proposal. Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You will become an expert at ferreting out corporate, foundation, and government grantmakers, and you will know how to tailor your responses to information found in the peer review criteria. You will also discover a number of significant finishing touches that can give your project the edge over others. You will know the best type of paper to use, which buzzwords to include, which fonts work best, and which types of graphics and formatting techniques will make your proposal more competitive.

Becoming a Grant Writing Consultant - Good grant writing consultants are always in demand. In this course, you will learn how to use basic knowledge of grant or proposal writing to become an expert in red-hot grant consulting. This is one field where your creative writing skills can touch thousands of people and literally make a difference in their quality of life.

A to Z Grant Writing II – Beyond the Basics – Are you ready to continue your journey into the world of grants? You will learn how to create a fundraising plan for all types of grantmakers. In addition, you will explore websites for finding and reviewing corporate, foundation, and government grant funding opportunities and grant application guidelines. We will go through every aspect of strategic funding research, preparing a fundraising plan, writing an award-winning plan of operation, and creating a project budget without red flags. Then we will journey into the world of grants available for your projects. The excitement will build when you discover how many funding opportunities are available. You will see grants for arts and humanities, education, medical, science and agriculture, human services, and corporate foundation grants. We will also explore new grant-writing trends and what to do when you are notified of a grant award or a grant rejection. Do not worry; there is a plan to implement for future grantseeking success if you do not get your project funded. By the end of the course, you will be prepared to continue tracking future grant-writing and funding trends, bounce back successfully from rejection notices, and manage all your grant awards proficiently. In addition, you will gain confidence in all areas of grantseeking, grant writing, and grants management (post-award reporting requirements).

Additional Courses Developed 2020 to Current:

A to Z Grant Writing – Part 1
Winning RFP Responses (Business Proposals for Bidding on Goods and Services)
Nonprofit Manager
Professional Grant Writing

Visiting Guest Lecturer 2018 to Current

Teachership Academy
El Paso Community College
El Paso, Texas

PUBLICATIONS

- *Nonprofit Management All-in-One for Dummies, First Edition*, Wiley Publishing, 2023
- *A Field Guide to Community Literacy – Case Studies and Tools for Praxis, Evaluation, and Research*, Contributing Writer for Chapter 9, *Understanding the Psychology of Getting Funded*, Routledge, Taylor & Francis Group, 2022
- *Fundraising for Dummies – Fourth Edition*, Wiley Publishing, 2022
- *Grant Writing for Dummies – Seventh Edition*, Wiley Publishing, 2022
- *Nonprofit Kit for Dummies – Sixth Edition*, Wiley Publishing, 2021
- *Grant Writing for Dummies – Sixth Edition*, Wiley Publishing, 2016
- *Grant Writing for Dummies – Fifth Edition*, Wiley Publishing, 2014
- *Perfect Phrases for Fundraising*, McGraw-Hill 2012
- *Rule of Thumb Guide to Small Business Sustainability*, WriteLife, 2012
- *Grant Writing For Dummies – Fourth Edition*, Wiley Publishing, 2011
- *Grant Writing For Dummies – Third Edition*, Wiley Publishing, 2008
- *Perfect Phrases for Writing Grant Proposals*, McGraw-Hill, 2007
- *Winning Strategies for Developing Grant Proposals*, Thompson Publishing Group, Inc., 2006
- *The Philips Medical Systems Grant Guidebook*, Philips Medical Systems, Inc., 2006
- *How to Become a Grant Writing Consultant – Second Edition*, BBA, Inc., 2005 and 2007
- *Faith-Based Grants – Aligning Your Church To Receive Abundance*, BBA, Inc., 2005
- *Grant Writing For Dummies – Second Edition*, Wiley Publishing, 2005
- Contributing author, *Homeland Defense Journal*, 2005 - Current
- Contributing author, *The Community Development Handbook*, National Community Development Institutes, 2004 and 2007
- *Grant Writing For Educators: Practical Strategies for Teachers, Administrators, and Staff*, National Educational Services, 2004
- *RealityWorks, Inc., WS* – contributing columnist for monthly national newsletter, 2003 - 2005
- *Philanthropy Works AZ*, contributing columnist, 2001
- *Grant Writing For Dummies*, Hungry Minds/Wiley Publishing, 2001
- *How to Become a Grant Writing Consultant*, BBA, Inc., 2001
- *Fundraising with the Corporate Letter*, BBA, inc., 2000
- *Getting Grants Funded in Your Community*, BBA, Inc., 1999
- *Funding for Videoconferencing Projects in K-12*, coauthor, PictureTel Corporation, 1997
- *Student Assistance Journal*, contributor, National Student Assistance, 1996
- *Michigan Township Association News*, contributor, Michigan Municipal League, 1996
- *Grants for Education*, Quinlan Publishing, contributor, 1994 and 1995
- *American School Business Officials Journal*, contributor, 1995
- *American School Administrators Association Journal*, contributor, 1994
- *The Corporate Letter Video and Supplementary Booklet*, 1994
- *Grant\$line's Funding Notebook of State Grant Opportunities for Municipalities*, BBA, Inc., 1994
- *Successful Grant Writing Tips—The Manual*, 6th printing, BBA, Inc., 1994
- *Grant\$line Monthly* – circulation nationwide, BBA, Inc., 1988–1998
- *Certified Pharmacy Technician Training Manual*, Flint Board of Education, 1970