

Kari Woodrum

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PROFESSIONAL SUMMARY

Strategic and client-focused research administrator with 3 years of experience in pre-award grant administration at a Predominantly Undergraduate Institution. Proven expertise in federal and foundation grant proposal development, client relations, and project management. Familiar with funding agencies such as NSF, DOJ, and USDA. Experience with the National Council of University Research Administrators (NCURA) and adept at providing training and fostering collaboration. Holds a Master's Degree in Gerontology and a Bachelor's in Communication, Sciences and Disorders. Committed to securing transformational funding that advances client goals and impacts communities.

PROFESSIONAL EXPERIENCE

Pre Award Research Administrator

Western Illinois University

Oct 2021 - Present

- Managed all private, state, federal and other external grant proposal submissions, ensuring compliance with funding guidelines.
- Provided strategic consulting and grant-seeking guidance to faculty across various disciplines.
- Delivered tailored training sessions to enhance proposal competitiveness and researcher capacity.
- Maintained extensive knowledge of federal agencies (e.g., NIH, NSF, HRSA) and disseminated funding opportunities to faculty.
- Collaborated cross-functionally with institutional leadership, researchers, and external stakeholders to support grant-seeking strategies.

Director of Resident Services & Director of Life Enhancement

Wesley Village Retirement Community

July 2014 - Sept 2021

- Managed resident and family relations to support independent living and enhance quality of life.
- Planned and executed educational programs, entertainment events, and community outings, showcasing strong event management and organizational skills.
- Oversaw social media content creation and strategy to promote the facility and engage the community.
- Represented the organization at community events, demonstrating public relations and advocacy capabilities.
- Provided leadership as facility manager on duty during weekends and holidays, ensuring operational excellence.

Professional Involvement

Dec 2021 - Present

National Council of University Research Administrators (NCURA)

- Participated in workshops and webinars to remain current on grant development trends and best practices.
- Presented at national and regional conferences on topics related to research administration and grant management.
- Authored articles for NCURA Magazine, sharing insights and best practices in the field.
- Participated in the Region IV mentoring program as a mentee, building expertise and professional connections.

Publications

- "Call Me Coach", NCURA Magazine, Vol. 55, No. 6
 - "Overcoming Rejection", NCURA Periodical, Update No. 74 -2520.34
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EDUCATION

Master of Science in Gerontology

Eastern Illinois University

Bachelor of Science in Communication Sciences & Disorders

Western Illinois University

SKILLS

- Federal & foundation grant proposal development
- Strategic grant-seeking consulting
- Client relationship management
- Project management (multi-project coordination with strict deadlines)
- Research and data analysis
- Strong written and verbal communication