

# Grace Matters

## 2019 Annual Review



### Letter from Executive Director: Danae Mcleod



I was excited to join Grace Institute in 2019 and jump into a role at a strong, well-established workforce training organization. I immediately worked with the staff and Board of Directors to better understand how we can continue to serve our women well.

In 2019 a top priority was to strengthen and expand our corporate partnerships, and to spend time working with our hiring partners to understand our strengths as well as the additional skills and technologies we could include in our training program to better prepare our graduates to enter the workforce.

In response to employers' needs, we added daily critical thinking and practical application in classes across all subjects as part of a curriculum based on complex, workplace-centric simulations. Participants engage in peer-to-peer problem solving, group research, and presentations in all classes helping them learn and grow.

Furthering our work, in 2020, we will implement a new skills area called Correlation Training, in which we prepare our graduates for the challenging and complex real-world administrative scenarios that test their ability to produce timely deliverables, communicate professionally at all times, manage varied technological platforms, and support multiple executives both individually and in team settings.

We will launch a Leadership and Management Track in 2020. This special module was designed to prepare our top candidates for the management-level jobs that our employer partners come to Grace Institute to fill.

Our goal for 2020 is to continue future-proofing our curriculum so we can prepare our graduates to continue to excel in their careers.

I am so pleased to be in my new role as Executive Director with the full support of a dedicated staff, talented board, and the participants and alumnae whom I am proud to serve and uplift.

## Participant Story: Deidre Matthews

Written on November, 2019

Before attending Grace Institute, I had just lost my job as a lead teacher after working as an educator for seventeen years. I felt lost, without direction, and didn't know where to turn. One day, I was going through my emails and saw a list of opportunities that the New York City Housing Authority offered. Grace Institute was one of them. I filled out an application, attended an Open House event at Grace, and was accepted into the program! I loved the fact that Grace Institute offered a program empowering women, enhancing their administrative and soft skills.



Because I wasn't working, the only means of transportation I had to attend Grace Institute was walking. When I received a MetroCard from Grace, it helped me out a lot. I was able to provide some necessities for my daughter on a day to day basis that I couldn't have without the MetroCard. The MetroCard helped me to not only provide for my household but also allowed me to get to Grace on time and be ready to succeed.

The MetroCard support helped me move forward by taking some stress away. I worried less about what I may eat for lunch, or whether I would have enough money to buy a complete meal for dinner. I'm the sole provider for my family at home. It's a huge challenge to provide for them when I'm not able to work due to my classes at Grace. It's a big adjustment from the income I received when I was working full time. MetroCard support left me with one less thing to worry about.

My responsibilities at Grace are to show up Monday through Friday on-time, ready, willing, and able to do the work our instructors assign us. I actively put my best foot forward each day to succeed in all areas of the program. I like that we have an array of professionally trained point people in various departments to speak to when things come up.

Sometimes it's challenging to execute our daily workload. Before I started at Grace, I didn't anticipate that I'd have to work as hard as I do to get the best results possible. However, I've pushed myself harder than I have in my entire life, and I have the women of the Grace Institute to thank for getting me through this process.

In the future I hope to be employed by a company in which I can grow and be challenged, to make my family proud, and be a great example for my daughter. For myself, I want to be able to reflect proudly on my past achievements. The past two years before Grace were brutally difficult. I've lost very important people in my life, my daughter was ill, and I lost my job. But today, I'm able to come to Grace and experience a group of ladies who have made me a better me. I've met many women at Grace who I intend to remain in contact with after graduation. I look at the world differently now. I smile more, and I have the Grace Institute to thank for this.

**We are so excited to announce that Deidre has been employed since January 27<sup>th</sup>, 2020 as a Program Assistant at the Urban Resource Institute (URI)!**



American Securities Volunteer Day



Dress with Grace



2019 December Graduating Class

## 2019 Grace Institute Demographics

Grace Institute empowers unemployed and underemployed women in the New York City area to achieve employment and economic self-sufficiency. In 2019, we served a total of 318 women.

Age	
18 - 24	20%
25 - 44	50%
45 - 64	30%

Highest Degree	
High School/HSE	60%
Associates Degree	16%
Bachelor's Degree	24%

Access to the Internet	
Yes	81%
No	19%

Living Situation	
Cohabiting	19%
Homeless	1%
In a Shelter	4%

Borough	
Bronx	25%
Brooklyn	34%
Manhattan	18%
Queens	16%
Staten Island	3%
Other	4%

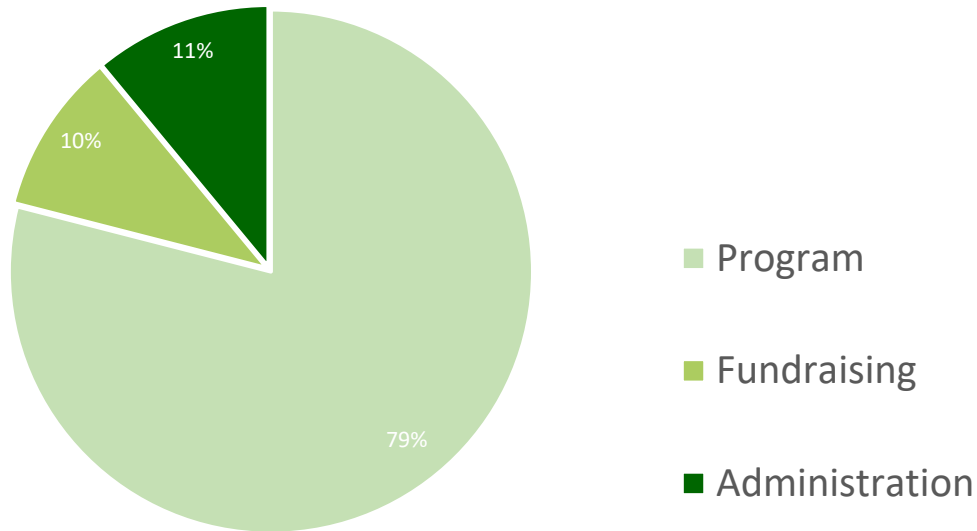
Ethnicity	
African American	34%
Asian	4%
Caribbean	11%
Hispanic/Latina	26%
White/Caucasian	6%
Other	19%



Networking Day

## 2019 Budget Breakdown

In 2019, 79% of Grace Institute's \$2.8M budget was used directly for program expenses.



2019 Breakfast with Grace: Grace Institute graduate speaker Nardia and her

## 2019 Grace Institute Donors

We are grateful to our 2019 donors! Each contribution helps move women towards employment and financial sustainability. Thank you for investing in Grace Institute and the women who enroll in our program.

### Corporate & Foundation Donors

#### \$100,000+

American Securities  
Robin Hood Foundation  
Santa Maria Foundation  
The Pinkerton Foundation

#### \$50,000+

The Esther and Harold Mertz  
Foundation  
New York Community Trust  
The Sarita Kenedy Foundation  
Stavros Niarchos Foundation

#### \$25,000+

The John J. McDonnell and  
Margaret T. O'Brien Foundation  
The Lawrence Foundation  
Mizuho Foundation  
Oppenheimer Funds  
The Thompson Family Foundation,  
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#### \$10,000+

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The Capital Group Companies  
Catholic Charities Archdiocese  
of New York  
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Goldman Sachs  
The Helena Segy Foundation  
The Howard Gilman Foundation  
The Hyde & Watson Foundation  
Refinitiv  
SeaChange Capital  
Women's Bond Club  
Women's Syndicate Association

#### \$5,000+

Bank Leumi  
The Jana Foundation  
LexisNexis  
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W.R. Grace Alumni Association

## Individual Supporters

### \$25,000+

Patricia Montgomerie  
The Estate of Hannah J. Murphy

### \$10,000+

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R. Ted and Sheila McCarthy  
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### \$5,000+

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Sarah Kanés  
Suzanne Moran Lindquist and  
Richard Lindquist  
Lucia Nuzzi-Meyer  
Daniel and Candis Ramelli  
Cheryl Shotts  
Shruti Thaker  
Iva Vukina

### \$1,000+

Charlotte Beyer, Principle Quest  
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Yan Gu

Amy and Brett Harsch  
Amanda Hindlian  
Marc James  
Nandhita Karunanithi  
David Maue and David Gaudette  
Pedro and Maria Mata  
Tara and Victor Menezes  
William H. Newman and Nancy J.  
Newman  
Vincent and Maryann Pomeranz  
Andrea Prochniak  
Christina Ramelli  
Judy Rice  
Catherine J. Rotolo  
Norman R. Sanyour  
Theresa Grace Sears and Richard  
Sears  
Alan Seget and Dianne LaBasse  
Shruti Thaker  
David Ward  
Miriam Wheeler  
Barbara Yastine

### \$500+

Mona Abdi  
Michelle Barone  
Kristen Brearey  
Maeve Coburn  
Jim Covello  
Mary Deatherage  
Chris Dennis  
Gail Erickson  
Susan Farnsworth  
Blake Foote  
Emily T. Frick  
Elizabeth Gaffney  
Cecil Grace  
Marian Hewitt  
Kelly Hurley  
Austin Kassner

### **\$500+ (continued)**

Thomas and Diane Keller  
David Kelso  
Steven Kron  
Linda Lao  
Kathleen McFeeters  
Carmen Mendez  
Cayre and Alexis Michas  
Ellen Morton  
Elizabeth Munson and Robert L. Von  
Stade  
Alex Paladino  
Maria Rengifo  
Winthrop and Mary Rutherford  
Sharif Saba  
Milton Tingling  
Katherine Wells

### **\$250+**

Malin Adams  
William and Sylvia Barone  
Kerrin Black  
Tracy Bussan  
Elizabeth Byrnes  
Ariadne and Mario Calvo-Platero  
Melanie Childress Carucci  
Maddy Colvord  
Ana Demel Stein  
Johanna Diaz  
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Sandra Faber  
Ann Flynn  
Nancy Gabel  
Susan Green  
Bret Halverson

Diane Hirschberg  
Rita Jakubowski  
Debora Kellogg  
Benjamin Klauder  
Peggy Klaus  
Rebecca Kruger  
Brigid Lang  
Victoria Larson  
Christina Loftus  
Mairaed McCarthy  
Elizabeth Mindlin  
Margaret Morrison  
Annie Pak  
Nina Ramondelli and Arturo  
Porzecanski  
Bethany Ropa  
Mary Ann Routledge  
Bevin Savage-Yamazaki  
Mark Shelnitz  
Kate Schmidt  
Jennifer Val and Rich Corbi  
Michael Wandera  
Vera Weintraub  
Theodore P. Weisberg  
Linda Zukauckas

### **In-Kind Support**

These individuals and companies donated goods and services.

J.P Morgan Chase  
Kate Spade New York  
Robert Lee Morris Brands  
W by Worth



## Enroll

Grace Institute serves a diverse range of women, ages 18 to 64, through two different workplace training models:

- **Administrative Professionals Program:** A 10-week program focused on the hard and soft skills needed to be a successful administrator in any industry.
- **Patient Service Representative Program:** A 7-week program focused on the growing health care sector.

After completing our program, graduates find employment in upwardly-mobile administrative and customer support positions in the healthcare, banking, insurance, and tourism industries. Grace Institute provides continuous professional development, networking workshops, events, and opportunities during the program and after graduation on an ongoing basis. We have an active alumnae network that continues to support our women throughout their professional journey.

If you have questions or would like more information, **contact our Participant Engagement team at 212.832.7605 ext.1650** or [admissions@graceinstitute.org](mailto:admissions@graceinstitute.org) or visit our website: <https://graceinstitute.org/enroll/>

## Hire a Graduate or Host an Intern

Our Employment Services team would be delighted to help you find the candidates your firm is looking for, at no cost.

To begin interviewing qualified Grace Institute candidates, **contact Director, Talent Development & Corporate Partnerships, Kiki Federico** at [kfederico@graceinstitute.org](mailto:kfederico@graceinstitute.org)

## Support

Grace Institute could not serve our participants and support alumnae without our generous donors. Grace Institute is a 501 (c) (3) non-profit organization and contributions are tax-deductible to the fullest extent of the law. To make a gift, please visit our website: [www.graceinstitute.org](http://www.graceinstitute.org) or mail to:

Grace Institute  
40 Rector Street, 14th Floor  
New York, NY 10006

To make a gift over the phone, donate stock, or to learn more about making a planned gift to Grace Institute, please **contact Chief Development Officer, Christina Ramelli** at [cramelli@graceinstitute.org](mailto:cramelli@graceinstitute.org).