

Grace Matters

2019 Annual Review



GRACE
INSTITUTE

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 27th, 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%

Education	
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%

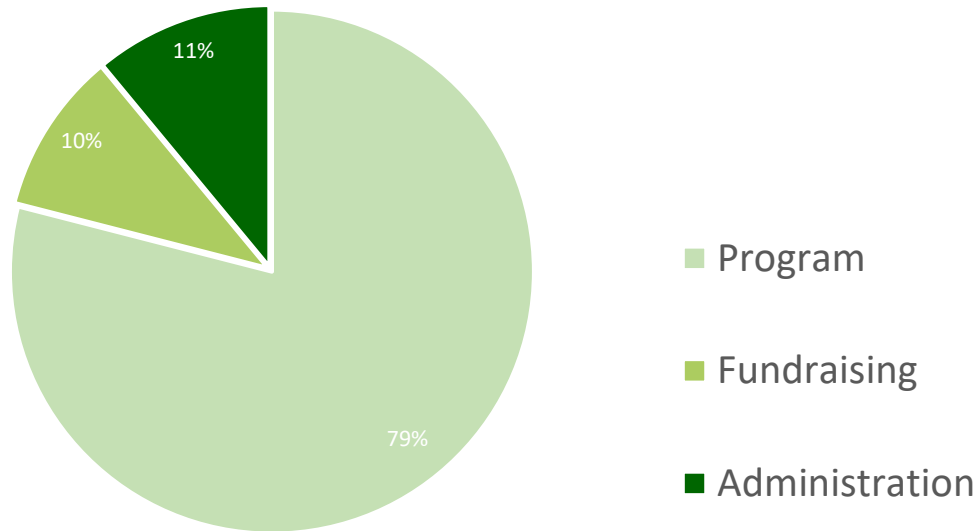
Ethnicity	
African American	34%
Asian	4%
Caribbean	11%
Hispanic/Latina	26%
White/Caucasian	6%
Other	19%



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,
Inc.

\$10,000+

BlackRock
The Capital Group Companies
Catholic Charities Archdiocese
of New York
Con Edison
The Francine A. LeFrak Foundation
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
Metropolitan Commercial Bank
W.R. Grace Alumni Association

Individual Supporters

\$25,000+

Patricia Montgomerie
The Estate of Hannah J. Murphy

\$10,000+

Liz Hershfield
R. Ted and Sheila McCarthy
Weschler

\$5,000+

Katia Bouazza
Ed Broderick
David Hendricks and Lorraine
McKenna- Hendricks
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
Foundation
Joseph and Valerie Boshart
Mary Burke
Mariette Graeme Campbell
Stephen Case
Sara Clarke
Wendy Davies
Noreen Doyle
Brendan and Vivienne Doyle
Egidio A. Farone
Peter Gleason
George S. Goldberger
Tamela Greene
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
Joyce Dubensky
Joan Ellis
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 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

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 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.