

# Charles R. Biggs

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## *Highlander Research and Education Center*

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New Market, TN 37820  
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## *Residence*

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## Profile

- Skilled writer, editor, and Web designer.
- Experienced nonprofit fundraiser and administrator.
- Highly self-motivated. Proven ability to work well individually and in teams, to function effectively under pressure, to coordinate multiple priorities and deadlines, and to adapt to new situations and learn new skills as needed.

## Professional Experience

6/03-present **75<sup>th</sup> Anniversary Capital Campaign Coordinator and Webmaster**; Highlander Research and Education Center, New Market, TN 37820

- Coordinate a capital campaign to raise \$3,000,000 by 2007 to build a new dormitory and a new library, make accessibility upgrades and other repairs to Highlander's existing buildings, and establish a maintenance endowment. Responsibilities include preparing reports, proposals and other campaign materials; meeting with individual donors and foundations; coordinating the work of the campaign committee; and coordinating the design of the new dorm and library with Highlander's architect.
- Work with the Director and the Development Coordinator on foundation fundraising for Highlander's annual budget, including foundation research and outreach, writing query letters, proposals, and reports; and attending meetings with foundation staff.
- Maintain Highlander's computer network and assist with other technology-related issues.
- Designed and maintain the Highlander Web site: [www.highlandercenter.org](http://www.highlandercenter.org).

2/03-6/03 **Web Services Coordinator**, Knoxville-Oak Ridge Regional Network (KORRnet), Knoxville, TN

- Designed and maintained the KORRnet Web site ([www.kornet.org](http://www.kornet.org)).
- Lead Web designer on the team of staff and volunteers that created a new online portal for KORRnet, using PHP and a MySQL database.
- Coordinated KORRnet's volunteer Web design team.
- Updated Web sites for KORRnet member groups as needed.

- Planned and taught a hands-on introduction to HTML and Web design for KORRnet member groups.

1/00-3/07 **Owner and Web Designer**, Literate Web Design; Knoxville, TN

- Provided Web design and maintenance services to schools, nonprofit organizations, and small businesses in East Tennessee. Clients included Church Street United Methodist Church, East Tennessee Development District, and the Dept. of History, the Dept. of English, the Initiative for Global Studies, the Medieval and Renaissance Curriculum and Outreach Project, and the Women's Studies Program at the University of Tennessee.

9/96-6/03 **Managing Editor**, *Soundings: An Interdisciplinary Journal*; University of Tennessee, Knoxville, TN

- Coordinated the editing and production of *Soundings*, a quarterly journal for the humanities and social sciences with a subscription list of approximately 1,700 individuals and libraries in the United States and abroad.
- Coordinated *Soundings*' shift to electronic manuscript preparation.
- Designed and maintained the *Soundings* Web site:  
<http://web.utk.edu/~sounding>.
- Helped organize conferences and symposia, including a national conference in March 1997 on "The Future of the Harlem Renaissance," attended by over 100 scholars in the field.
- Co-edited Volume 80.4 (Winter 1997), a special issue composed of selected papers from the Harlem Renaissance conference.

1990-2001 **Instructor**, Department of English and American Studies Program, University of Tennessee, Knoxville

- Designed and taught freshman composition, sophomore literature, and upper-division literature and American Studies courses.

1984-1990 **Instructor**, Department of English, City College of New York

- Designed and taught basic writing and freshman composition courses, including the first two sections of computer-assisted freshman composition offered at CCNY.

1980-1984 **Foundation Consultant**, New York, NY

- Provided program evaluation and other services to the J.C. Penney Foundation (1981-1982) and the New World Foundation (1982-1984), among others.

**1974-1979 The Youth Project, Washington, DC**

- **Field Director**, Eastern Office (1977-1979): Supervised a staff of four providing seed funding and technical assistance to 25-30 organizations per year in the Northeast, the Midwest, and Appalachia. Helped to secure additional funds for these groups from foundation, government, church, and individual sources.
- **Field Representative**, Eastern Office (1975-1977): Provided seed funding and technical assistance to 10-15 organizations per year in New England and the Midwest. Helped to secure additional funds for these groups from foundation, government, church, and individual sources.
- **Report and Proposal Writer** (1974-1975): Wrote grant proposals and reports for the Youth Project and the organizations it supported.

**Community Involvement**

- Member of the KORRnet volunteer Web Design Team; 6/03-6/06
- Volunteer Web design and/or maintenance for the Knoxville Montessori School, the Knoxville Civil Liberties Alliance, the John Sevier Memorial Association, Tennesseans for Fair Taxation, and ReelKnox; 6/01-6/06.
- Desktop publisher, *Knoxville Montessori School News*; 4/01-6/04.
- Taught Web design and computer skills to young people at the Vestal Boys and Girls Club, Knoxville, TN; 10/02-5/03.

**Technology Skills**

- Proficient in MS Word, MS Publisher, Pagemaker, and a variety of other office, publishing, and utility programs.
- Extensive experience hand-coding HTML and creating and maintaining Web sites in Macromedia Dreamweaver and MS FrontPage.
- Experience creating and optimizing Web graphics in Macromedia Fireworks and Adobe Photoshop Elements.
- Experience designing Web sites using Javascript, ASP, Perl, PHP, CSS, and DHTML.
- Experience maintaining a network with 20 PCs (15 desktops, 5 laptops, and a Mac) running off a Windows Small Business Server.

**Education**

1984 M.Phil., English, Columbia University  
1982 M.A., English, Columbia University  
1974 B.A., cum laude, History and American Studies, Princeton University

**References** Available upon request.