

# Kelley R. Stedman

*Skilled professional with more than 15 years' experience in proposal writing, evaluation services and community projects. Skillful in securing and managing external funding, conducting research, focus groups, and needs assessments. Experience developing evaluation capacity, developing and administering community-based research and surveys, research training, and proposal development.*



## Work History

2011-  
Current

### Research Operations Manager

Social Science Research Center, Ball State University

- Coordinate external funding activities, including: developing/releasing requests for proposals; responding to requests for proposals, including narrative development, budget development, evaluation, and reporting
- Manage dozens of local, state and federally-funded research projects (e.g., program evaluation, community-based research) including setting timelines, priorities, and managing/training project personnel
- Develop and implement community service projects and evaluation capacity building: create assessment plans, evaluation instrumentation, needs assessment, self-report, attitudinal and criterion-referenced measures
- Collect, manage and analyze data using a variety of techniques for all projects, using both quantitative and qualitative analytic software
- Develop logic models for use in completing formative and summative evaluations
- Manage office's enterprise resource software including payroll, electronic personnel action forms, and budgets

**KEY ACHIEVEMENT:** *Supervised and trained project teams as well as managed key stakeholder relationships for successful grant-supported collaborations totaling over \$2.5 million.*

2002-  
2009

### Independent Living Program Coordinator

Social Science Research Center, Ball State University

- Interpreted federal and state legislation to create state policy and facilitated State Steering Committee as well as several subcommittees
- Supported statewide Independent Living Initiative (Child Welfare) grants with the Indiana Department of Child Services in excess of \$500,000
- Prepared, released requests for proposals (RFP), evaluated and scored submissions, and made funding recommendations to the state
- Planned, coordinated, marketed, managed, and evaluated 19 annual statewide Independent Living youth conferences (at regional sites) for approximately 200 attendees at each site
- Conducted independent living services research, including a statewide survey of foster youth, focus groups, and service program evaluations. Managed statewide database of child welfare outcomes for over 60 providers including data entry, analysis, and summarization of findings

**KEY ACHIEVEMENT:** *Managed multiple committees establishing state policy and service standards for older youth in foster care which led to establishment of Guardian Scholars Program.*



## Relevant Skills

- Developed proposals and received funding from various sources including U.S. Department of State, Indiana State Department of Health/Centers for Disease Control and Prevention (CDC), and various local entities
- Identified and cultivated successful enterprise, as well as individual donor relationships
- Developed training curriculum and taught undergrad and graduate students innovative research standards (federal protocols, AAPOR standards/practices)
- Proficient with data analysis/database management; specialize in qualitative analysis; regularly consulted on externally-funded projects
- Led multiple [recurring, invited] professional development/skills workshops, including evaluation training, logic model development, and strategic sharing



## Publications and Presentations

- Stedman, K.R. (2018). *A Neighborhood's Perspective: Summary results from a community survey of neighborhood residents and Coalition partners*. Presentation at the 8twelve Coalition, Data Collection Subcommittee meeting, Muncie, IN, June 2018.
- Raines, J.A. & Stedman, K.R. (2018). *2017 Indiana Adult Tobacco Survey Summary Report*. Presentation of survey findings to the Indiana State Department of Health's Indiana Tobacco Prevention and Cessation Commission, Indianapolis, IN, January 2018.
- Stedman, K.R., & Raines, J.A. (2015). *Evaluation and the logic model: Tools for success*. Workshop presented at the National Council of University Research Administrators (NCURA) Region IV and VIII Annual Spring Meeting, Chicago, IL, April 2015.
- Raines, J.A. & Stedman, K.R. (2015). *2015 Indiana Adult Tobacco Survey Summary Report*. Presentation of survey findings to the Indiana State Department of Health's Indiana Tobacco Prevention and Cessation Commission, Indianapolis, IN, March 2015.
- Blom, LC, Gerstein, L, Stedman, K, Judge, L, Sink, A, Pierce, D. (2015). Soccer for Peace: Evaluation of In-Country Workshops with Jordanian Coaches. *Journal of Sport Development*, 3 (4), 1-12.
- Raines, J.A., & Stedman, K.R. (2014). *The best of what's around is still pretty good: Making the most of secondary data in needs assessment*. Workshop presented at the American Evaluation Association's Annual Conference, Denver, CO, October 2014.
- Stedman, K.R. (2014). *Program Evaluation as an Integrated Practice*. Workshop presented at Indiana Forum for Research Administration Conference, West Lafayette, IN, September 2014.



2011

## Education

### **M.A: Communication Studies**

Ball State University - Muncie, IN

1998

### **B.A: Health Science, Public Health and Community Education, Public Relations**

Ball State University - Muncie, IN



## Grants Awarded

- Indiana State Department of Health/Centers for Disease Control and Prevention.
- External Audit of the International Center's Outcomes and Initiatives. The International Center.
- Academic Linkages between Kabul University and BSU, Faculty of Economics Partnership, 2015-2017. U.S. Department of State.
- Sindh Workforce Development, 2015 – 2016. U.S. Department of State.
- Establishment of a University Partnership with Quaid-i-Azam University, 2012 – 2015. U.S. Department of State.
- Establishment of a University Partnership with Isra University, 2012 – 2015. U.S. Department of State.
- Establishment of a University Partnership in Journalism, BSU and Shaikh-Zayed University, 2011 – 2015. U.S. Department of State.
- Partnership between BSU and Kandahar University, 2010-2012. U.S. Department of State.
- To Provide English Language Training for Afghan Journalism Lecturers and Students from AJEEP Universities, 2012-2013. U.S. Department of State.
- Sport for Social Change: Jordan (2011 - 2013), and Tajikistan (2014 - 2016). U.S. Department of State.
- Study of U.S. Institute for Student Leaders on New Media in Journalism, 2012 – 2014. U.S. Department of State.
- Facilitation of the Indiana Youth Advisory Board, 2009 – 2011. Indiana Department of Child Services.
- Guardian Scholars Program Support, 2007 – 2009. Annie E. Casey Foundation.
- Indiana Independent Living Initiative, 2005- 2009. Indiana Department of Child Services.
- Dental Clinic Community Interest Survey, 2010. Wayne County Health Department.
- Guardian Scholars: Breaking the Cycle, 2003 – 2005. Lumina Foundation for Education.



## Professional Affiliations

American Evaluators Association

National Communications Association