



Transform Consulting Group

Kayla Duncan, Project Consultant

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SUMMARY

Kayla is a Project Consultant at Transform Consulting Group—a woman-owned, strategic, and data-informed consulting firm focused on serving nonprofits, education, government, & communities. She provides capacity building, program management and data analysis support.

EDUCATION

Master of Arts in Sociology,
Concentration: Race and
Education

- University of Notre Dame

Bachelor of Arts in Sociology

- Indiana University -
Bloomington

EMPLOYERS

Transform Consulting Group, *Project Consultant*
The Indianapolis Foundation,
Equitable Initiatives Officer
The University of Notre Dame,
Research Assistant

Certifications

Program Facilitator, Racial Equity
Institute

SAVI Super User

CONSULTING SERVICES & EXPERIENCE

BUILD CAPACITY

- **Board Governance:** Support in the planning and sustainability of boards within nonprofits and government agencies. This includes leading board meetings, determining board processes and practices, and supporting the self-governance process.
- **Fund Development:** Research funders and grant opportunities for a variety of clients and write case statements on behalf of clients for fundraising opportunities.
- **Program Development & Management:** Lead management of client projects from start-up through implementation. Manage communication with clients, including monthly reports and project check-in meetings.
- **Strategic Planning:** Facilitate the development of new organizational strategic plans.

USE DATA

- **Program Assessment & Evaluation:** Work with organizations to evaluate their programming through the development and implementation of evaluation plans. Produce formative and summative evaluations to report on the impact and process(es) of programming. Facilitate the collection of qualitative and quantitative data from development to data analysis and summary. Use data and evaluation results to inform programmatic recommendations and decisions.
- **Data Dashboards:** Develop custom interactive dashboards with qualitative and quantitative data using Tableau and other data visualization software.
- **Data Analysis:** Provide recommendations and procedures to clients to improve their internal data collection process. Collect and analyze quantitative data from public sources, such as Census, state departments of education, workforce development, health, child welfare, etc. Create visually appealing infographic reports, slide deck presentations, and other reports summarizing data analysis.