

Christine H. Shaver

Work Experience

Executive Director, *Tioga Opportunities, Inc., Owego, NY*

3/2025-Present

- Authorizes all contracts and funder mandates as required
- Establishes and maintains close working relationships with community agencies to coordinate services, fill gaps, and avoid duplication of services
- Oversees the fiscal and administrative management of the Agency, to include reviewing and monitoring financial status, cash flow, A/R, etc.
- Develops and implements plans for modifying or expanding the Agency's existing scope of services and adding new programs and services, as appropriate or indicated by an unmet need in the community
- Maintains strong internal systems to ensure regulatory and contractual compliance
- Responsible for the consistent implementation of reporting procedures and the general oversight of programmatic, financial, and other records to satisfy the requirements of funding sources
- Responsible for the implementation of the corporation's bylaws, policies, and procedures approved by the Board of Directors
- Ensures the implementation of the goals of the Strategic Plan to fulfill the organization's mission

Director, Program Operations Department, *Tioga Opportunities, Inc., Owego, NY*

8/2015-3/2025

- Oversee the operations of the local Office for the Aging, WIC Program, Family Planning Clinic, Section 8 Housing Choice Voucher program, and 126 residential units for older adults and people with disabilities
- Plan, develop, implement, and administer multiple grant-funded programs
- Work with Executive Director to develop long-range goals and objectives
- Implement plans to advance and integrate current and future programs and service goals in the overall operational plan and mission of Tioga Opportunities, Inc.
- Ensure fiscal accountability, program quality, regulatory compliance, county-wide coordination, implementation, and/or management of programs in accordance with their respective standards, policies and procedures, and applicable local, state, and federal regulations

Aging Services Coordinator, *Tioga Opportunities, Inc., Owego, NY*

1/2015-8/2015

- Supervised and coordinated the operations of five Aging programs for older adults and their caregivers
- Monitored and evaluated the performance of various direct services components and subcontractors
- Supported the development, implementation, conversion, and maintenance of program policies and procedures and data collection systems
- Advocated for and developed community awareness of services available to older adults by employing various public relations techniques

Information and Assistance Specialist, *Tioga Opportunities, Inc., Owego, NY*

5/2013-1/2015

- First point of contact for clients requesting information or services from the Department of Aging
- Organized numerous educational programs on a variety of topics relevant to the older adult population
- Maintained and updated directory of community resources
- Managed Long Term Care Council and facilitated ongoing collaboration between community agencies

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Disaster Case Manager, *Catholic Charities, Nichols, NY*

9/2012-8/2013

- Conducted needs assessments and developed recovery plans to address identified disaster related needs
- Advocated and collaborated with multiple community agencies on behalf of clients
- Maintained current and accurate documentation of all services provided to clients in federal database

Senior Sales Consultant, *21st Century Insurance, Vestal, NY*

1/2005-5/2011

- Licensed Property and Casualty insurance agent for 36 states
- Selected regularly for projects and focus groups due to leadership and data gathering skills
- Responsible for adhering to all state-specific underwriting guidelines

Education

Binghamton University, State University of New York

- *Master of Science in Education, GPA: 4.0 Summa Cum Laude* **May 2012**
 - ✓ Childhood Education, Literacy Education, Early Childhood Education
- *Bachelor of Arts, GPA: 3.815 Magna Cum Laude* **May 2003**
 - ✓ Major: Psychology; Minor: Anthropology

Board Service

Rural Health Network of South Central New York

1/2022-Present

- Chair of Resource Development Committee

Vestal Dollars for Scholars

1/2026-Present

- Co-Chair of Awards Committee