

Cassandra Mason  
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## PROFESSIONAL EXPERIENCE

05/01/2008-Present      [NH State Council on the Arts](#) (NHSCA)      Concord, NH

### **Chief Grants Officer**

- Overall development, implementation, compliance and management of grant programs including generation of qualitative and quantitative reports and analyses of program activity.
- Responsible for the direct administration of organizational and artist focused grants and services and supervises personnel responsible educational, heritage, health care programs.
- Continuous review of programs and services, consistency of guidelines, forms, evaluation methods, and peer-panel reviews.
- Serves as liaison to the Department of Natural and Cultural Resources Business Office facilitating internal fiscal management including program budget allocation, personnel matters, and the coordination of all financial transactions and day-to-day operations for the Division.
- Collaborates with Division Director and program team in the development and implementation of the Division's strategic plan; provides advice on assessment/measurement outcomes.
- Responsible for the preparation, review and submission of applications, financial transactions and partnership reports to the National Endowment for the Arts.
- Provides oversight in the preparation of NH State Council on the Arts business meetings to include agendas, memos and minutes.
- Organization of external outreach and communications, including social media, site visits, public presentations, and technical assistance.
- Represent the Division on the following committees: Arts Culture and the Law Day; NH Creative Communities Network; NH Arts Learning Network; NH Governor's Arts Awards; NH Poetry Out Loud; Collections Management/Percent for Art; Arts Presenters of Northern New England, New England Foundation for the Arts Creative Communities Exchange, and New England States Touring grants.
- Serves as the Division's Accessibility Coordinator, system administrator for proprietary software and as the Division liaison to the Department of Office and Information Technology.
- Served on grant review panels for the National Endowment for the Arts, the New England Foundation for the Arts, Maine and Massachusetts State Arts Councils and Bromelkamp Company.
- Scholarship recipient to the CREARE Foundation International Summer School Amsterdam, August 2016.

05/01/2002–04/30/2008      [NH Police Standards and Training Council](#) (PSTC)      Concord, NH

### **Investigative Paralegal**

- Management of workflow, to include creating and maintaining databases, scheduling and prioritizing work, providing instruction and training.
- Preparation of contracts, motions, administrative rules, Requests for Proposals, and Governor and Executive Council submissions.

- Summarized data, created and prepared reports for presentation to administration.
- Managed both legal and administrative issues independently. Ensured confidentiality was maintained on all personnel and educational records.
- Collaborated with all parties in legal issues involving administrative hearings to include employees within the agency, employees of other state and local agencies, attorneys, and the general public. Provided simple information, referrals, explained facts, and advised of alternative or appropriate courses of action.
- Represented PSTC in numerous venues to include Council meetings, administrative hearings, legislative hearings, Governor and Executive Council meetings as well as the New Hampshire Law Enforcement Memorial Committee.
- Maintained a library of resource materials, legal research and writing as well as providing technical expertise to staff and management.

01/01/1991-4/30/2002

[Merrimack County Attorney's Office](#)

Concord, NH

### **Director Victim/Witness Program**

- Performed victim/witness program operations including providing in-court support during hearings and trials. Specially assigned by the County Attorney to manage all child abuse and sexual assault cases in Merrimack County in addition to a general felony caseload.
- Responded to victim inquiries, assessed victim concerns and educated victims and families of the services available in Merrimack County and the process of the criminal justice system, ensuring confidentiality.
- Conducted death notifications to families in conjunction with law enforcement personnel.
- Built collaborative working relationships with victims, their families, area service agencies, law enforcement, other state agencies, area hospitals, attorneys, expert witnesses and the general public to provide information and resources.
- Coordinated and trained with a multidisciplinary team, including medical, legal, and crisis intervention personnel to identify cases and support victims.
- Supervised and trained Victim/Witness staff and interns.
- Created and authored the internal training manual for Victim/Witness Coordinators.
- Prepared cases for trial including notification of victims, civilian witnesses, law enforcement and expert witnesses.
- Developed internal notification system and procedure for prisoner release.
- Attended and testified at parole hearings in the New Hampshire State Prison on behalf of crime victims.

### **EDUCATION**

Plymouth State University, Master of Business Administration  
 Granite State College, Bachelor of Science, Behavioral Science  
 New Hampshire Technical Institute, Paralegal Certification

### **AFFILIATIONS & EXPERIENCE**

Capital Area Public Health Network Substance Misuse Leadership Team  
 NH Alliance for Healthy Aging Steering Committee  
 Guidestar Advisory Committee  
 Race & Equity in NH Government Workgroup  
 Leadership Learning Exchange for Equity (L2E2)