

# Erica M. Hill

## EXECUTIVE SUMMARY

Dynamic, results-driven executive with nearly 30 years of experience spanning government operations, community engagement, political strategy, event production, and logistics management. Known for strong leadership, decision-making under pressure, and the ability to redesign systems for greater efficiency. Adept at managing people and processes, driving strategic initiatives, and fostering collaboration across public, private, and nonprofit sectors.

## CORE COMPETENCIES

Strategic Planning & Execution	Program Development & Implementation
Process Improvement & Operational Efficiency	Event & Logistics Management
Political & Government Relations	Community Engagement & Outreach
Diversity, Equity & Inclusion Initiatives	Budget Management & Revenue Generation
Cross-Sector Collaboration & Stakeholder Relations	Nonprofit Fundraising & Operational Support

## PROFESSIONAL EXPERIENCE

### **Executive Assistant & Advisor** – Wayne County Sheriff Raphael Washington | *Feb 2023 – Jul 2025*

- Acted as chief liaison between the Sheriff's Office and external stakeholders, including government officials, lawenforcement agencies, and community organizations.
- Drafted and proofread official correspondence, speeches, and reports.
- Coordinated public appearances, events, and crisis response initiatives.
- Researched and advised on policy development, compliance, and operational strategies.
- Implemented training programs to strengthen compliance and professional standards.
- Partnered with public relations teams to build trust and enhance community engagement.

### **Deputy Director** – City of Detroit – Civil Rights, Inclusion & Opportunity Dept. | *Dec 2020 – Feb 2023*

- Directed a \$6M departmental budget and expanded staff from 7 to 25 within 6 months.
- Oversaw compliance, construction outreach, communications, and opportunity divisions.
- Developed diversity and inclusion strategies across city operations.
- Supported the Office of Disability Affairs and the Office of Marijuana Ventures.
- Facilitated partnerships with public and private stakeholders to fund engagement initiatives.

### **Director – Vote in Person Satellite Sites** – City of Detroit – Department of Elections | *Sept 2020 – Dec 2020*

- Directed launch of 21 voting satellite sites and 30 ballot drop boxes, overseeing 400+ staff and a \$1.5M budget.
- Trained staff, coordinated site logistics, and processed payroll.
- Facilitated more than 69,000 absentee ballots for the November 2020 General Election.

### **COVID-19 Testing Site Operations Manager** – City of Detroit – General Services Dept. | *Mar 2020 – Sept 2020*

- Directed daily operations for Detroit's COVID-19 test site with 100+ staff and volunteers.
- Facilitated testing for 1,500 residents per day under a \$500K budget.
- Developed protocols and operational standards in partnership with city leadership.

### **Special Events & Programming Manager** – City of Detroit – General Services Dept. | *Apr 2018 – Mar 2020*

- Led community and special events programming across city properties.
- Managed permitting, vendor contracts, concessions, and public-private partnerships.
- Streamlined special event processes and generated new revenue streams.

### **Project Manager** – City of Detroit – Forestry Division | *Aug 2017 – Apr 2018*

- Managed the 10,000 UP! Tree Planting Initiative across all 7 city districts.
- Designed a citywide outreach plan that significantly boosted resident participation.

### **Chief Administrative Officer / Executive Assistant to the Bishop** – Word in Action Christian Center | *May 2014 – Aug 2017*

- Managed 200+ volunteers and implemented customer-focused training.
- Planned special events, generated \$50K+ annual revenue, and expanded community outreach.
- Oversaw scheduling, ministry operations, and bereavement support services.

**Director – Office of Special Events & Film** – City of Detroit – Mayor’s Office | *May 2008 – Jul 2010*

- Negotiated film production contracts and oversaw the Detroit Film Office.
- Managed logistics and compliance for large-scale special events citywide.

**Executive Assistant to Deputy Mayor** – City of Detroit – Mayor’s Office | *Sept 2007 – May 2008*

- Coordinated operations for 15 departments and citywide projects.
- Organized board appointments, retreats, and high-level executive meetings.

**Managing Partner** – The Erica Hill Experience, LLC | *2010 – Present*

- Provide consulting in event management, political strategy, and nonprofit engagement.
- Coordinated logistics for MLK Freedom Walk 50th & 60th Anniversaries and the Trayvon Martin Rally in Detroit.
- Managed political campaigns (Benny Napoleon for Mayor, Obama re-election grassroots efforts, etc.).
- Produced large-scale events, training programs, and grassroots initiatives.

## **EDUCATION & CERTIFICATIONS**

Wayne State University – Detroit, MI

Certified Festival and Event Manager (CFE)

Notary Public, State of Michigan