

From: Cherry, Robert <rocherry@pa.gov>
To: Stephen Forbus <stephenforbus@verizon.net>
Subject: RE: [External] Reference?
Date: Thu, Aug 15, 2019 9:53 am
Attachments: SExecutive 19081510540.pdf (70K), SExecutive 19081510530.pdf (59K),
Recommendation Letter - Stephen Forbus.docx (14K)

Stephen –

Here's a few formats for you.

I changed a few things – let me know if you have any required edits.

BJ

From: Stephen Forbus <stephenforbus@verizon.net>
Sent: Thursday, August 15, 2019 1:59 AM
To: Cherry, Robert <rocherry@pa.gov>
Subject: Re: [External] Reference?

Thank you BJ!

Here's what I came up with. Feel free to use it or any part of it as you like:

Ms. Shanna Chambers
Executive Director of Human Resources and Organizational Development

Asheville Buncombe Technical Community College
Sunnicrest Building
45 Persistence Drive
Asheville, NC 28801

Re: Mr. Stephen Forbus, Candidate for Director, Resource Development

Dear Ms. Chambers:

I am the Senior Center Grant Program Administrator for the Pennsylvania Department of Aging's Senior Community Center Grants Program. I help senior community centers through the process of applying for and complying with grant guidelines for a once-a-year, \$2,000,000 grant cycle. I am writing this letter in support of Stephen Forbus and his application to serve as your Director of Resource Development.

I first became acquainted with Mr. Forbus in 2014 when he submitted a grant application on behalf of a small senior center in Morrisville, PA. The grant proposal was well designed, demonstrated careful planning, and incorporated strong community support. I remember it well because it was one of the highest rated grants that year and started an intergenerational activities program with the support of Penn State University and a local YMCA.

Since 2014 I've come to know Mr. Forbus personally and professionally. He has submitted many successful grant proposals on behalf of senior centers across Pennsylvania, each one carefully constructed and complimented by building programs with community development. I know they are submitted with Mr. Forbus' help after the fact because I work with Mr. Forbus as he guides each of his clients through grant compliance after they have been awarded.

Early last year Mr. Forbus submitted to me a strategic planning guide for senior community centers. He wanted my opinion on how this could help senior centers across the state. I found it to be smart, comprehensive and actionable. I recommended the planning guide to the Pennsylvania Association of Senior Center, and Mr. Forbus was selected to be an all-day seminar speaker at PASC's statewide annual conference in 2018. This year I hired Mr. Forbus as a conference speaker for another statewide conference sponsored by the Long Term Living Training Institute.

Hiring Stephen Forbus will greatly support any organization's ability to develop resources and engage community support. I recommend him without hesitation.

Sincerely yours,

Thank you so much!!!

Stephen

-----Original Message-----

From: Cherry, Robert <rocherry@pa.gov>

To: Stephen Forbus <stephenforbus@verizon.net>

Sent: Wed, Aug 14, 2019 3:59 pm

Subject: RE: [External] Reference?

Hello Stephen –

That deadline is very close – I don't think I can manage that turnaround time.

Do you have anything written up already that I can piggy back on?

BJ

From: Stephen Forbus <stephenforbus@verizon.net>

Sent: Wednesday, August 14, 2019 2:18 PM

To: Cherry, Robert <rocherry@pa.gov>

Subject: [External] Reference?

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Hello BJ,

While planning on making myself available to PA senior centers for grants, I am also looking for a new job where we found a dream home in Asheville, NC. This time, however, I will not commit to giving up my grant writing for outside organizations.

The reason for writing now is to ask if you would be willing to write a letter of reference for a job opening as a Resource Development Manager at a community college in Asheville. They will likely follow-up with you to see if you wrote it, but you would have to send it to me for me to upload it into my online application. If you're good with that, it would be nice if someone else told them how smart and creative I can be so that I don't have to tell them that myself. ;)

But seriously, it would help tremendously if you could say that you've read my grant applications, found them to be strong and creative in developing community resources, and that you have referred me to senior centers and to PASC.

Hope to hear from you soon! I think the deadline is August 15.

Blessings,

Stephen A. Forbus