

Mandy Tolino

Mandy.Tolino@gmail.com

917 Prospect Ave. Bethlehem, PA

610-751-8410

November 15, 2022

Mayor Matt Tuerk
435 Hamilton St.
Allentown, PA 18101

Dear Mayor Tuerk:

I am responding to the open position of Director of Parks and Recreation in the City of Allentown. As a Certified Parks and Recreation Professional (CPRP) and a civically engaged resident of the Lehigh Valley, I am thrilled to hear about the opening and believe my skills as manager, urban forester, entrepreneur, and leader make me a great fit for the position. My graduate level research and work at the City of Wilmington focused on environmental policy and environmental injustice related to tree canopy cover in Wilmington. That passion for equitable access to a healthy environment continues to be one of my core values.

I have experience leading teams in the small business and non-profit sectors, as well as in a municipal government setting. During my tenure as Urban Forest Administrator I focused on building relationships with diverse stakeholders and developing management plans. I was able to garner the support of various coalitions throughout the City of Wilmington and publicly present at City Council on issues such as the Climate Change ordinance, Tree ordinance and the first Urban Forest Management Plan. My passion for leading staff to be their best, communication skills that engage constituents, and ability to move priorities forward will be an asset as Director of Parks and Recreation.

In my role as Urban Forest Administrator, I attended executive team meetings to help develop capital and operating budgets and identify department priorities. A significant portion of my time was spent working across departments cultivating relationships and developing the management plan with stakeholder input. I also worked closely with the Director of Parks and Recreation to plan community events such as Arbor Day and Earth Day for schools throughout the city. While at the Delaware Center for Horticulture I trained "Branches for Chances" enrollees, unemployed or recently incarcerated individuals, to use landscaping equipment and plant native trees.

Following my work with the city, I spent six years building a successful Lehigh Valley family business as general manager of Tolino Vineyards. In addition to setting goals, managing budgets, analyzing financial performance, and leading the team, I grew the business from one location to three and elevated the brand in the valley. I created a welcoming atmosphere with many different experiences throughout the year including 5ks through the vineyard, live music summer concert series, yoga, dining in the vineyard, harvest celebrations and seasonal events that catered to an overall family experience.

In my current role at the Delaware and Lehigh National Heritage Corridor (D&L Trail), I have joyfully re-entered the non-profit environmental world. I lead the Trails and Conservation team that builds trail to connect the 165+ mile D&L Trail. We are currently focused on connecting the Allentown Trail Gap to increase accessibility for Allentown residents. I am the liaison to municipal landowners through the Ownership Council as well as manage the Trail Friendly Towns and Businesses programs. Additionally, I am tasked with management of federal, state and local grants, managing the Visually Speaking signage program throughout the corridor, trail user engagement, ArcGIS mapping, managing partnerships and developing programs.

Currently I serve on the board of the Bangor Area School District Education Foundation which oversees scholarships given to graduating students, a member of the Bethlehem Environmental Advisory Council and former volunteer with the Bethlehem Soccer Club. I am a creative, organized, task-oriented, goal-driven Lehigh Valley resident who is enthusiastic about the benefits of equitable public spaces and programs in an urban setting. I am highly capable, passionate, and able to provide clear messaging to staff, various levels of government, and constituents.

These strengths make me a great fit for the role, and I would be honored to join the team. I can be contacted at 610.751.8410 or via email at mandy.tolino@gmail.com. I genuinely appreciate your time and look forward to speaking with you.

Sincerely,



Mandy Tolino