



Renee Okafor: Coach Summary

Prepared: October 27, 2026 | 6 Reviewers | Sample

Sample. Renee Okafor and everyone named here are fictional.

WHERE I AM, AND WHERE I WANT OUR SESSIONS TO START

This summarizes a Career Wayfinder I completed through Elevate Labs: my own answers, and what six people who've worked with me said. It isn't an evaluation. I'm sharing it so our first session can start with the plan instead of the intake.

At a Glance

Direction: Move to a new industry and bring my skills with me. Nonprofits or health care, somewhere the work reaches people more directly.

Where things stand: The federal contract I led wasn't renewed in April, and the whole program team was let go. I've applied to more than 60 jobs and heard back from four.

Titles I've been applying to: Program manager, senior program manager, grants manager, and program analyst.

Background: 14 years in federal grants and program management: 8 at a federal agency, then 6 at a government contractor leading a team of 9 that supported a program funding about 300 community organizations in 12 states. MPA. Board member at a community food pantry.

What I need in the next job: Stability, work that matters to me, and benefits. Dealbreakers: on-site five days a week in DC, and constant travel.

Who answered for me: Six people: a former manager, two peers, someone who reported to me, the federal client I served, and the chair of a board I sit on.

What People See in Me

Getting people through change. Four of six reviewers picked it; I didn't. When our contract was being recompleted, I met with each person on my team and we didn't miss a deliverable in the program's last six months.

Fixing what's broken without blame. When an audit flagged reporting gaps, I owned it, built a quarterly check, and the next audit came back clean.

Making complicated things usable. I turned a 60-page grantee manual into a 12-page guide and a checklist that other teams adopted.

Leading a team. All six said that's where they saw me do my best work. I had picked steady, behind-the-scenes work. Four of the six also said some version of "let people see what you can do."

Where I Fit

I'm testing three directions, none of them titles I'd been applying to:

- **Running the operation:** director of operations, operations manager, grants and compliance manager.
- **Leading programs that serve people:** program director, community services director, community health program manager.
- **Leading the change:** implementation manager.

Places to look: established nonprofits, hospital community health departments, community health centers, foundations and intermediaries, and software companies that serve nonprofits and hospitals. My screen for any posting: a team to lead, something to fix or change, and hands on the work with an end to the day. At least two of the three.

Where I Stand Right Now

In my own words, from the self-review:

- **Not there yet:** I don't know which titles to search for, and I can't yet explain what I'm good at in a way that lands with employers. I don't have a weekly plan for my search.
 - **Somewhat true for me:** I know people who could help me get in the door, I keep going when I hear no or hear nothing, and I believe I'll find work that fits.
 - **What's been hardest:** The silence. I've started to wonder if 14 years of this counts for anything outside government.
 - **What I want help with:** Knowing which jobs fit me, and telling my story in interviews.
 - **Something I want help saying:** Why I'm looking, without sounding bitter about the government, and without "contractor" reading as "not a real job."
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What's Ready, and What Isn't

- **Ready to use:** LinkedIn headline and About drafts, three elevator pitches, six résumé lines, cover letter lines, three interview stories, and an answer to "why are you looking?" They're in my brand kit.
- **Still to do:** Fill in the numbers my résumé lines are missing, rewrite my résumé summary for the title that tests best, and update LinkedIn.

My Plan for the Next 30 Days

Week 1: Pull ten postings for each of two titles (director of operations and implementation manager), mark the requirements I meet, and run each posting through my screen. Send six thank-you notes to my reviewers, each asking for one introduction.

Week 2: Rewrite my résumé summary for the title that held up, and update my LinkedIn headline and About section. Ask Daniel Reyes and Imani Brooks for LinkedIn recommendations.

Weeks 3 and 4: Have the conversations the introductions open up, leading with a people story instead of compliance. Apply to the postings that pass the screen.

Where to Focus Our Sessions

- 1. The titles test.** Look at my ten-postings results with me and help me pick the title to lead with.
 - 2. My story.** Have me answer “tell me about yourself” and “why are you looking?” out loud, and stop me if I start with compliance instead of the people I’ve led.
 - 3. Asking for help.** Hold me to the six notes, and help me follow up on what comes back.
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What to Push Me On

- If I describe myself by the rules I know instead of the people I’ve led.
 - If I apply for a job below the level my reviewers describe, ask why that one.
 - If I go a week without sending an ask, or the silence gets to me. Ask who I wrote to, and what my reviewers said.
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Questions for Our Check-Ins

- Which posting this week passed the screen, and what did it ask for that you already have a story for?
 - When you described your work to someone new this week, what did you lead with?
 - Who did you ask for something this week, and what came back?
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