

Latisha Vincent-Waters

[AI Enablement · Information Governance · Knowledge Systems · Digital Stewardship]

Profile

Information stewardship professional with 15+ years across knowledge systems, digital governance, AI enablement, and records management in nonprofit, education, and public service settings. Combines technical literacy, archival sensibility, and operational leadership — designing information systems and training the people who use them. Completing a Database Administrator certification and A.A.S. in Information Technology at Trident Technical College.

Experience

Executive Director / Operations & Technology Lead

Black Liberation Fund — Community Justice Nonprofit — June 2020–2024

- Managed digital and physical information environments supporting records preservation, compliance reporting, and knowledge continuity for a statewide nonprofit.
- Led digitization of approximately 150 case files and compliance records during COVID-19, establishing taxonomy and metadata standards that improved retrieval.
- Developed data handling policies, retention schedules, and document governance protecting sensitive community records.
- Designed an organization-wide AI enablement roadmap with role-based learning paths and SOPs adopted by 30+ staff and volunteers.
- Secured \$1.5M+ in funding for programs serving 610+ participants across South Carolina, operationalizing grant compliance and reporting.
- Built workflow automation in Notion, Airtable, and Make.com, eliminating manual reporting cycles.

Justice Fellow

Open Society Foundations — 2022–2023

- Selected as one of fewer than 30 fellows named nationally in the award cycle.
- Designed a statewide documentation and referral platform — taxonomy, metadata schema, and structured guidance for justice-impacted families and legal service providers.
- Developed a content governance framework enabling non-technical staff to maintain platform materials without degrading structure.
- Produced research briefs translating complex legal content into clear, actionable guidance.

Executive Assistant — Development & Operations

Alliance for Full Acceptance — Jan 2020–Nov 2020

- Managed donor data and development reports in Blackbaud Raiser's Edge, maintaining data integrity and board-level reporting.
- Directed board governance workflows and executive stakeholder communications.

Technology Curriculum Coordinator

Charleston Development Academy — Aug 2017–Dec 2019

- Managed curriculum databases and progress tracking for 300+ students per

Contact

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Remote Ready | Open to Relocate

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Education

A.A.S., Information Technology

Information Systems Specialist

Trident Technical College — Expected 2026 |

GPA 3.58

Database Administrator Certification

Trident Technical College — In Progress

B.A., Mass Communications

Claflin University (HBCU) — May 2010

Core Competencies

Information Architecture & Taxonomy

Records Digitization & Preservation

Metadata Governance

AI Literacy & Enablement

Content Governance

Knowledge Transfer Systems

Archival & Records Stewardship

Data Quality & Integrity

Confidential Information Management

Repository Coordination

Instructional Design & LMS

Staff Training & Onboarding

Technical

Databases: SQL, Airtable, Raiser's Edge

Automation: Make.com, Notion

Data: Excel, Google Sheets, Power BI

Microsoft 365 | SharePoint | OneDrive

Web: HTML, CSS, JavaScript, GitHub

PM: Asana, Monday.com, Canva

Honors

Open Society Foundations Justice Fellow (2022)

