

# Application for City Council Boards, Commissions, and Committees

## Profile

**Sara**

First Name

**Potter**

Last Name

Email Address

### Are you a resident of the City of Colorado Springs?

☒ Yes ☐ No

### In what City Council District do you reside? \*

- ☐ District 1 ☐ District 4 ☐ I live outside City limits.  
☐ District 2 ☒ District 5  
☐ District 3 ☐ District 6

Use the following link to determine if you live inside City limits and to find your City Council District:

<https://coloradosprings.gov/city-clerk/page/city-council-districts>

Street Address

Suite or Apt

City

State

Postal Code

Primary Phone

**Big Table**

Employer

**City Director**

Job Title

### Which Boards would you like to apply for?

- ☐ Airport Advisory Commission  
☐ Audit Committee  
☐ Citizen Transportation Advisory Board  
☐ City/County Drainage Board  
☐ Civil Service Commission  
☐ Council District Process Advisory Committee  
☐ Downtown Review Board  
☐ Fire Board of Appeals  
☒ Historic Preservation Board  
☐ Independent Ethics Commission  
☐ Initiative Review Committee  
☐ Law Enforcement Transparency and Advisory Commission  
☐ Lodgers and Automobile Rental Tax Citizen's Advisory Committee  
☐ Parks, Recreation and Cultural Services Advisory Board  
☐ Planning Commission  
☐ Public Art Commission  
☐ Stormwater Advisory Committee  
☐ TOPS Working Committee

**Briefly introduce yourself and state your interest in serving on a specific Board, Commission, or Committee**

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**My name is Sara Potter, and I currently serve as the City Director for Big Table Colorado Springs, where I work closely with city departments, local nonprofits, small businesses, and neighborhood leaders to support community stability and quality of life. I'm applying to continue serving on the Historic Preservation Board because I care deeply about the character, identity, and long-term vitality of our city.**

**Having lived and worked in downtown Colorado Springs, I've seen firsthand how historic buildings, districts, and cultural assets contribute to strong neighborhoods, economic resilience, and a sense of place. I believe preservation is not only about protecting structures, it's about honoring the stories, people, and shared history that define Colorado Springs.**

**I'm interested in serving because I want to help ensure that future growth is balanced with thoughtful stewardship, community voice, and responsible development. My experience in nonprofit leadership, community engagement, and cross-sector collaboration has prepared me to contribute meaningfully to the board's work, and I would welcome the opportunity to continue supporting the preservation and revitalization of our city's historic assets.**

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**Relevant Experience and Community Involvement**

**Highlight any volunteer work, previous service on boards or committees, and community involvement that demonstrates your commitment to public service and the community.**

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**Before moving to Colorado Springs in 2017, I was deeply engaged in historic preservation and community revitalization work in Washington State. I served on the Historic Downtown Centralia Board and the Historic Fox Theatre Board, where I wrote grants, fundraised, coordinated volunteers, and organized community events. Those experiences gave me practical insight into how preservation efforts strengthen local identity, support economic vitality, and build community pride.**

**Since relocating to Colorado Springs, I've continued to serve the community through nonprofit leadership, cross-sector collaboration, and direct engagement with local organizations and city partners. My work centers on strengthening neighborhoods, supporting vulnerable residents, and building partnerships that enhance community well-being and values that parallel the mission of the Historic Preservation Board.**

**Over the past term, I have come to truly understand the broader impact the Historic Preservation Board can have on Colorado Springs by shaping responsible growth, protecting cultural assets, and preserving the character that makes our city unique. I feel ready for a second term, both to continue growing in my understanding and to deepen my impact. I'm committed to supporting fellow board members, contributing thoughtfully to discussions and decisions, and helping advance preservation efforts that honor our history while strengthening our future.**

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**Supplemental Materials (if applicable) Please attach the document when sending your application.**

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Include any additional materials that may strengthen your application, such as a resume or examples of your work in the community.

## **SARA POTTER**

Colorado Springs, CO | [REDACTED]

### **Professional Summary**

Experienced policy advocate and nonprofit leader with advanced business management skills. Proven track record in grant writing, stakeholder engagement, fundraising, and program development and community health advocate. Successfully translates ideas into actionable policies, delivering measurable results through collaboration, efficient operations, and effective team leadership.

### **Work History**

- **Big Table – City Director**

Colorado Springs, CO | 01/2025 – Current

- Lead citywide operations and strategic growth for a nonprofit supporting restaurant and hospitality workers in crisis.
- Write and manage successful grant proposals, securing critical program revenue.
- Develop sponsorship and partnership proposals, cultivating relationships with community stakeholders.
- Organize large-scale initiatives including Sober Week, city proclamations, and industry dinners.
- Build and steward coalitions with donors, government officials, nonprofits, and corporate partners.
- Manage staff and volunteers, fostering collaboration and accountability.
- Represent Big Table at city council, civic, and industry events.
- Track program outcomes and report impact metrics to funders and stakeholders.

- **Peak Vista Community Health Centers – Community Health Worker Director**

Colorado Springs, CO | 04/2021-12/2024

- Created a nonprofit to support patients with metabolic and food diseases facing access barriers. Wrote grants and fundraised independently.
- Partnered with nonprofits to expand healthcare access.
- Promoted services for underprivileged populations through outreach.
- Increased awareness of available resources via community health fairs and events.
- Managed staff, interns, and volunteers, fostering a collaborative environment.
- Developed and coached health advocacy programs with focus on fitness and nutrition. Focused on individuals with type 2 diabetes and metabolic disease.
- Supported clients in health behavior changes and chronic condition management.

- **The Lewis County Chronicle – Freelance Journalist/Grant writer**

09/2006 – 06/2022

- Wrote, edited, and published stories across print and digital platforms.
- Covered elections, natural disasters, and high-profile events.
- Collaborated with editors and industry experts to produce impactful content and grants applications.

Historic Preservation Board — City of Colorado Springs

*Board Member (2023–Present)*

- Review and advise on preservation policy, development proposals, and historic assets to ensure responsible growth and protection of the city’s architectural character.
- Collaborate with city staff and fellow board members to uphold preservation standards and engage the community in understanding the value of historic places.

Historic Downtown Centralia Board — Centralia, WA

*Board Member (2011-2017)*

- Supported downtown revitalization efforts through grant writing, volunteer coordination, and community event development.
- Worked with local businesses, city partners, and residents to strengthen economic vitality and preserve the historic core of downtown Centralia.

Historic Fox Theatre — Centralia, WA

*Board Member (2011-2017)*

- Led grant writing and fundraising initiatives to support ongoing restoration of the historic Fox Theatre.
- Coordinated volunteers and managed community outreach events to build engagement and increase local investment in preservation efforts.

## **Education**

University of Colorado, Denver Anschutz – Master of Public Administration (MPA): Public policy and Non-Profit Management (12/2024)

University of Colorado, Denver Anschutz – Bachelor of Arts (B.A.): Public Administration (06/2024)

Central Washington University – Bachelor of Arts (B.A.): Communications (01/2006)

## **Certifications**

PN L1 Hormone Specialist | NASM CPT/CES | CrossFit L2 | USAW L2 | 200 RYT | Certified Nutritionist | CPR Certified | Community Health Worker Certified | Individual & Community Advocacy Training | HIPAA Compliance