

TAMRA HALL, CCM | Paralegal and Information Assurance Officer



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Tamra Hall is the Paralegal and Information Assurance Officer at Finance Fund, a statewide nonprofit community development entity that moves public and private capital into low-income communities to improve the quality of life for people.

As a member of the Legal Team, she assembles, organizes and disseminates legal materials and assists the General Counsel in responding to inquiries from internal and external constituents. Tamra also categorizes, maintains, and archives legal records and corporate information and maintains document and electronic files. Her work includes assisting the CEO with Board relations and correspondence, minutes and governance records.

In addition, she serves as Finance Fund's business continuity manager, information security officer, safety officer and corporate archivist. She is broadly responsible for business continuity and disaster recovery planning and systems, resumption processes, office logistics, regulatory compliance, loan closing and best practice standards.

Under her leadership, Finance Fund earned Standards for Excellence Certification in 2008, an ethics and accountability code for the nonprofit sector through the Ohio Association of Nonprofit Organizations.

With more than 30 years of professional experience, Tamra has helped advance the mission and work of several noteworthy service organizations including the American Red Cross of Franklin and Madison Counties, FIRSTLINK-Good Neighbors Picnic, Susan G. Komen Breast Cancer Foundation, National Children's Facilities Network, Ohio Association of Nonprofit Organizations, Mt. Sterling Community Center, and Main Street Fayette.

Tamra is a member of the Continuity Professionals of Ohio and serves as peer reviewer for the Ohio Association of Nonprofit Organization's Standards for Excellence program.