

JENNIFER L. JACKSON

423 Quincy St. NE, Albuquerque, NM 87108 Phone: 616-635-8283 Email: jennyleland@gmail.com

EDUCATION

The University of New Mexico, Albuquerque, NM

May 2008

Masters of Arts in Latin American Studies, concentrations in Economics and Political Science

Masters of Business Administration, concentration in International Management

Certification: Business Ethics Education and Organizational Best Practices

Assistantships and Awards: Member Beta Kappa Gamma Business Honors Society, Graduate Assistant in International Management, Organizational Behavior, Business Law; Recipient of the Gloria F. Brown Endowed Fellowship, Field Research Grant, Student Research Allocation Committee Scholarship, and the McNeil Scholarship for Academic Achievement.

Field Work: San Juan de Oriente, Nicaragua and Campeche, Mexico.

The Johns Hopkins University, Baltimore, MD

May 2003

Bachelor of Arts in English and Art History

Awards and Honors: General honors and departmental honors in History of Art; Member of the National Collegiate Honors Society.

The Johns Hopkins Villa Spelman, Florence, Italy

Sept. 2001-Dec. 2001

Interlochen Arts Academy, Interlochen, MI

May 1999

WORK EXPERIENCE

Jackson Writing and Research (owner)

Aug. 2010-Present

- Gant writing, program design and strategy, fundraising/resource development, teaching, and economic development advisement to nonprofits, government entities, and educational organizations in New Mexico and nationally
- Experience working with national publishers to develop and write textbooks and ancillary materials, including instructor manuals, PowerPoint presentations, test banks, and online quizzes
- Research, writing, editing work in a variety of genres (fiction and poetry, journalism, academic writing, technical writing), and outreach materials development (presentations, pitch decks, board materials)

The Grant Plant

Feb 2012-June 2019

Senior Resource Development Officer

- Performed project management and account oversight, managed a portfolio of client accounts
- Supported the Resource Development staff in carrying out their work
- Performed research and writing related to grant proposals and other duties as required by clients
- Engaged with diverse clients and community partners in strategic decision making, organizational planning, program design and other issues related to becoming competitive for grant funding
- Supported capacity building through formal trainings and participation in panels
- Taught in three cohorts of the Grants Collective Talent Academy, intensive grant writing course
- Supported strategic decision making and program implementation in the first two years of The Grants Collective, a nonprofit capacity building arm of The Grant Plant

The Collaboratory, LLC

March 2014-July 2015

Program Coordinator (work taken on a project basis through Jackson Writing and Research)

- Conducted consulting, grant writing, and web design/management support to national clients
- Lead writer on a winning \$15 million Department of Labor Grant for a statewide consortium of 22 community colleges in Maryland to support training low-skilled adults for cybersecurity jobs
- Designed, built, and support an online learning community of community colleges and professional partners focused around workforce development and innovations in teaching delivery, The Transformative Change Initiative Learning Community
- Supported event planning for a national-level conference of Department of Labor grant recipients and their partners

ACCION New Mexico, Arizona, Colorado*Feb 2011- Sept. 2011***Client Services Intern/Interim Advancement Administrator**

- Performed duties related to organizational advancement
- Assisted the lending team at a small business lending non-profit based in Albuquerque, NM
- Performed loan assistant duties such as pulling credit, gathering necessary documents from clients, verifying collateral and addressing client inquiries

The UNM Anderson School of Management, Albuquerque, NM**Program Manager***Feb. 2010-July 2010*

- Supported the administration and operations of the Principle-Based Ethics Initiative, funded by the Daniels Fund, including coordinating management, faculty, and personnel; outreach and marketing; planning events; developing policies and procedures; and data compilation, analysis, and reporting
- Oversaw and supervised three personnel
- Collaborated with university departments, programs, projects, local and state school systems, and community organizations to consolidate resources and enhance programs.

Technical Writer*May. 2008-Feb. 2010*

- Developed and edited textbooks, case studies, educational simulations, and other materials
- Oversaw and managed three graduate assistants
- Co-taught an Intro to Marketing course (MGMT 222) and Intl. Mgmt. (MGMT 483) courses; facilitated online courses in Business Ethics and Marketing

Online course assistant for Dr. OC Ferrell*Jan. 2007-July 2010*

- Managed, graded and completed correspondence and maintenance tasks for online courses in business ethics and marketing

KUNM Radio, Albuquerque, NM**Grant Writer***Dec. 2007-Apr. 2008***Reporter/ Student Technical Assistant***Aug. 2005-Apr. 2008*

- Wrote and edited scripts, conducted interviews, and produced stories on a daily basis
- Carried out basic office duties and filled in for the news directors when necessary

Documentary, "Nicaragua: Development at What Price?"*May 2007-Oct. 2007*

- Conducted interviews in Spanish with government officials, developers, hotel owners, business owners and residents in two communities over the course of two months.
- Translated Spanish interviews, wrote the script for the documentary, edited and produced the program, which initially aired in Oct. 2007.

COMMUNITY ENGAGEMENT

- Secretary of the Board of Directors for **Global Ties Albuquerque** and chair of the membership committee, 2016-2018.
- Albuquerque Business First, **40 Under Forty** young professionals, 2017
- Albuquerque Chamber of Commerce, **Leadership Albuquerque** Class of 2016
- Member of the **Grant Professionals Association**, 2015-2019
- Delivered trainings at the **Grants Collective**, **Center for Nonprofit Excellence** and **New Mexico Coalition for Literacy**, participated in a fundraising panel sponsored by the **Rio Grande CDC**
- **Peer reviewer** for AmeriCorps State Funding Formula grant
- Annually sponsor an Amy Biehl High School Senior for their Senior Fellowship volunteer project

SKILLS

- Excellent time management and project management skills; detail oriented
- Skilled in convening, coordinating, and communication with groups
- Experience with program development, developing complex budgets, supporting clients in aligning their work with government and foundation requirements, tracking program progress for reporting purposes.
- Experience living/conducting research in Ecuador, Italy, Germany, Mexico, Nicaragua, and Peru
- Proficient in Spanish
- Proficient in Microsoft Office suite; WordPress web design and building/maintaining social networks