

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

2020-17-OSG

PURCHASING AUTHORITY NUMBER (If Applicable)

NA

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Health and Human Services Agency. Office of the Surgeon General

CONTRACTOR NAME

Matchstick Communications

2. The term of this Agreement is:

START DATE

April 1, 2020

THROUGH END DATE

December 31, 2020

3. The maximum amount of this Agreement is:

\$195,000 (One hundred and ninety-five thousand dollars and no cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Statement of Work	9
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C *	General Terms and Conditions (GTC 04/2017)	
+ - Attach 1	Consultant Resume	3

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Matchstick Communications

CONTRACTOR BUSINESS ADDRESS

443 Pennsylvania Avenue

CITY

San Francisco

STATE

CA

ZIP

94107

PRINTED NAME OF PERSON SIGNING

Jennifer Pitts

TITLE

Owner Operator

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

4/15/2020

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Health and Human Services Agency. Office of the Surgeon General

CONTRACTING AGENCY ADDRESS

1600 9th Street

CITY

Sacramento

STATE

CA

ZIP

95814

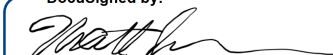
PRINTED NAME OF PERSON SIGNING

Matthew Schueller

TITLE

Chief of Staff

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

4/15/2020

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Governor's State of Emergency Proclamation regarding COVID-19

EXHIBIT A - STATEMENT OF WORK

Office of the Surgeon General - Content Strategy and Production

1. PURPOSE – GENERAL

This Statement of Work (SOW) reflects the services to be provided by Matchstick Communications, hereinafter referred to as “MSC” or the “Contractor,” for the California Health and Human Services Agency, Office of the Surgeon General hereinafter referred to as the “CHHSA”, “OSG” or the “State.” This SOW is governed by and incorporates by reference the terms and conditions of GTC 04/2017 which can be found at: [DGS GTCs](#)

2. BACKGROUND

The Contractor will provide expert consulting services to assist the OSG in the responding to the ongoing COVID-19 outbreak, for which Governor Gavin Newsom declared an emergency on March 4, 2020. The Contractor services will include content strategy and production services, including specialized research, writing, editing and, consultation. This content strategy and production will assist the California Surgeon General in being able to provide actionable content across a wide variety of media and speaking engagements in order to help Californians improve health outcomes during this emergency.

3. TERM

- A. The term of this Agreement shall commence on April 1, 2020 (referred to herein as the “Effective Date”), and continue through December 31, 2020.
- B. If the Contractor has not completed performance of the services set forth in this Agreement within the term and unspent funds remain in the Agreement, the State reserves the option to extend the term of this Agreement, as necessary to receive complete performance by the Contractor for up to one (1) year at the originally agreed-upon costs specified in the Exhibit B, Budget and Cost Details, and at no addition to the total Agreement cost.
- C. The Contractor shall not be authorized to deliver goods or commence performance of services described in this Agreement prior to the Effective Date. Any delivery of goods or performance of services by the Contractor that is commenced prior to the Effective Date shall be considered gratuitous on the part of the Contractor.

4. WORK LOCATION

The Contractor is required to perform the services under this Agreement at the location approved by the State Contract Manager.

5. COST

The total cost of this Agreement is Sixty-five thousand dollars and no cents (\$195,000.00).

6. SCOPE OF SERVICES

A. Statement of Work (SOW) Tasks

The Contractor shall perform the services described below.

TASK #	TASK DESCRIPTION
Task 1 – Status Reporting	
1.1	The Contractor shall submit a written Monthly Status Report (MSR) including: <ul style="list-style-type: none"> ▪ Work accomplished the previous month. ▪ Status of work in progress. ▪ Work planned for the coming month(s) as known.
Task 2 – Research Services	
2.1	The Contractor shall assist the OSG in researching a variety of media (books, magazines, other periodicals, television/cable news, internet content, etc.) for consideration and use in development of content specific to the OSG response on COVID-19.
Task 3 – Content Strategy Services	
3.1	The Contractor shall assist the OSG by recommending content strategy as requested by the Surgeon General.
3.2	The Contractor shall consider timing, research, context, content, and appropriately effective media in making recommendations.
Task 4 – Content Development Services	
4.1	The Contractor shall assist the OSG by developing, supporting strategy development and/or art direction for various forms of content either exclusively for or to be incorporated in: speeches, op-ed articles, blog posts, presentations, animations, web graphics, videos, and social media content as requested by the OSG
4.2	The Contractor shall work collaboratively with the OSG to review, proofread, and edit content that is developed, either by the Contractor, the OSG, or jointly together.
Task 5 – Unanticipated Tasks	
5.1	Contractor shall use its best efforts to work on any unanticipated tasks that are directly related to this scope of work, as requested by the OSG.

B. Deliverables and Due Dates

The Contractor shall produce the following deliverables, which are described in detail in Exhibit A, Statement of Work, section 6 (A) above.

SOW TASK	MAJOR DELIVERABLES	DUE DATE
1.1	Monthly Status Report (MSR)	5 th of each month
4.1	Opposite Editorial (Op Ed) and Thought Pieces	Per MSR
4.1	Message Development	Per MSR
4.1	Content Strategy Development	Per MSR
4.1	Web Content Development Support	Per MSR

1. CONTRACTOR STAFF

A. Staff and Rates

- 1) The staff shall perform the tasks described in this SOW, at the rates indicated in the Agreement.
- 2) Contractor shall be responsible for monitoring the monthly hours worked to ensure the staff is properly allocated to effectively meet the needs of the State for the required tasks of this Agreement.

B. Reassignment of Staff

- 1) The Contractor shall not add, delete, and/or substitute staff without the prior written consent of the State, which consent shall not be unreasonably withheld. The Contractor shall make every reasonable effort to provide suitable substitute staff. The additional and/or substitute staff shall meet all requirements and shall be approved in writing by the State prior to substitute staff beginning work.
- 2) If adding or substituting staff is acceptable to the State, the Contractor shall submit the following forms, which shall be supplied by the State:
 - a) Add, Delete or Substitute Staff Request Form.
 - b) Staff Resume.
 - c) Updated Bidder Declaration Form (only for subcontracted staff).
- 3) The State reserves the right to interview any additional or substitute staff.
- 4) If the addition, substitution and/or deletion of staff does not increase the total cost

of the Agreement, an amendment is not required to make these changes to the Agreement.

2. POINTS OF CONTACT

CONTRACTOR – CONTRACT MANAGER:	
Name, Title:	Jennifer Pitts
Address:	443 Pennsylvania Avenue, SF, CA 94107
Phone Number:	(415) 238-6044
E-mail Address:	JP@MatchStickSF.com

STATE – CONTRACT MANAGER:	
Name, Title:	Cate Powers
Address:	1600 9 th Street, Suite 460
Phone Number:	(916) 531-2293
E-mail Address:	Cate.Powers@osg.ca.gov

3. CONTRACTOR RESPONSIBILITIES

- A. The Contractor shall notify the State Contract Manager, in writing, no later than one calendar day after any of the following events:
- 1) The filing of a petition for relief under the United States Bankruptcy Code or the institution of any other insolvency proceedings by, against, or on behalf of Contractor;
 - 2) The appointment of a receiver or trustee for Contractor;
 - 3) Make a general assignment for the benefit of creditors;
 - 4) The dissolution or liquidation of Contractor;
 - 5) The transfer to any person or entity of more than twenty-five percent (25%) of the assets or ownership interest of Contractor; and/or
 - 6) The Contractor becoming insolvent. Contractor shall be deemed to be insolvent if it has ceased to pay or has admitted in writing its inability to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the United States Bankruptcy Code; and/or
 - 7) The execution by Contractor of a general assignment for the benefit of creditors.
- B. Notwithstanding any other provision of this Agreement, the State, by written notice to

the Contractor, may immediately terminate this Agreement in the event upon the occurrence of any of the events set forth in Exhibit A, Statement of Work, Section 3(A) above.

- C. All Contractor staff who will provide services pursuant to this Agreement shall complete an Assuming Office Statement of Economic Interests, Form 700 within thirty (30) days of commencing any work for the CHHSA. Contractor staff shall thereafter file a Form 700 on an annual basis and shall also file a Leaving Office Form 700 within thirty (30) days of ceasing to perform any work for the CHHSA. In addition, upon beginning work for the CHHSA and every two (2) years thereafter, each Contractor staff shall complete the State's online Ethics Training Course, as maintained by the California Office of the Attorney General, and submit the certificate of completion to the CHHSA Filing Officer. The Contractor shall not bill the State for time spent completing the Ethics Training Course.

4. PROBLEM ESCALATION

The parties acknowledge and agree that certain technical and/or project-related problems or issues may arise, and that such matters shall be brought to the State's attention. Problems or issues shall normally be reported in regular status reports or in-person meetings. However, there may be instances where the severity of the problem justifies escalated reporting. To this extent, the State Contract Manager shall determine the level of severity, and notify the appropriate State staff, as set forth below. The State staff notified, and the time taken to report the problem or issue shall be at a level commensurate with the severity of the problem or issue. The State personnel include, but are not limited to, the following:

- A. First level, the OSG Chief of Staff
- B. Second level, the CHHSA Chief of Administration.

5. SUBCONTRACTORS

The Contractor may, with the prior written approval of the CHHSA, enter into subcontracts with third parties for the performance of any part of the Contractor's duties and obligations. Any such approval may be rescinded at the CHHSA's discretion. The Contractor is responsible and liable for the proper performance and quality of any work performed by any, and all, subcontractors. The CHHSA reserves the right to reject any subcontractor staff whose performance, in the reasonable judgment of the CHHSA, is deemed substandard. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the CHHSA for any breach in performance of the Contractor's duties.

The Contractor warrants and agrees that any subcontract involving its performance under the terms and conditions of the Agreement and the associated leveraged procurement

agreement (LPA) shall include a provision that the subcontractor shall abide by the terms and conditions of the Agreement and the associated LPA, as well as all other applicable federal and state laws, rules, and regulations pertinent hereto that have been or may hereafter be established. In addition, the Contractor warrants and agrees that all subcontracts shall include a provision that the subcontractor shall indemnify and hold harmless the CHHSA to the same extent as provided in the Agreement. Any agreement between the Contractor and its subcontractors shall require the subcontractors to adhere to the same performance standards and other standards required of the Contractor.

When a subcontractor ultimately performs all of the services that the Contractor has agreed to provide and the prime Contractor only handles the invoicing of expenditures, then the prime Contractor's role becomes that of a fiscal agent because it is merely administrative in nature, and does not provide a CUF. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs. Contractors may not subcontract one hundred percent (100%) of the work to be performed pursuant to this Agreement.

6. INSURANCE REQUIREMENTS

- A. Prior to commencing performance of any work under this Agreement, Contractor shall furnish to the State Contract Manager a certificate of insurance that complies with all the requirements set forth herein. If Contractor is self-insured, Contractor shall provide written proof of adequate self-insurance.
- B. General Insurance Requirements
- 1) All insurance coverage required herein shall remain in force for the complete term of this Agreement.
 - 2) The Certificate Holder on the Contractor's certificate of insurance shall include the CHHSA's address as: California Health and Human Services Agency, Attention: Miguel Jauregui, 1600 9th Street, Suite 460, Sacramento, CA 95814 and the Agreement Number 2020-17-OSG
 - 3) Contractor's insurance company shall carry a rating that is acceptable to the Department of General Services (DGS). If Contractor is self-insured for a portion or all of its insurance, review of Contractor's financial information, including a letter of credit, may be required.
 - 4) If the Contractor's insurance required by this Agreement expires during the term of the Agreement, the State Contract Manager must receive a new certificate at least ten (10) business days prior to the expiration of the insurance. The new insurance shall meet all the requirements of this Agreement.
 - 5) The Contractor shall notify the State Contract Manager in writing within five (5) business days prior to the effective date of any cancellation, non-renewal, or material change that affects any insurance coverage required by this Agreement.
 - 6) In the event that the Contractor fails to maintain in effect at all times the insurance coverage required in this Agreement, the State may, in addition to any other

remedies it may have, terminate this Agreement upon the occurrence of such event.

- 7) Any insurance required to be carried under this Agreement shall be primary, and not excess or contributory, to any other insurance carried by the State.
- 8) The State shall not be responsible for any premiums, deductibles, self-insured retention, or assessments on the Contractor's insurance policy.
- 9) Any required endorsement(s) must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- 10) The policy retroactive date must be displayed on the certificate or insurance and must be before the date this Agreement is executed or before the commencement of work.
- 11) Inadequate or lack of insurance does not negate the Contractor's obligations under the Agreement.
- 12) In the case of the Contractor's utilization of subcontractors to complete the contracted scope of work, the Contractor shall include all subcontractors as insureds under the Contractor's insurance policy or supply evidence of insurance to the State equal to policies, coverage, and limits required of the Contractor, as specified herein.
- 13) All insurance required by this Agreement shall allow to the State to pay and/or act as the Contractor's agent in satisfying any self-insured retention. The choice to pay and/or act as the Contractor's agent in satisfying any self-insured retention shall be at the sole discretion of the State.
- 14) All insurance coverage and limits available to the Contractor shall also be available and applicable to the State.

C. Types of Insurance and Coverage Limits

- 1) **Commercial General Liability:** The Contractor shall maintain commercial general liability insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured agreement. The commercial general liability insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy must name the CHHSA, the State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under this Agreement.
- 2) **Automobile Liability:** The Contractor shall maintain motor vehicle liability insurance with limits of not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles. If Contractor does not own any commercial automobiles, then 1) its insurance shall cover liability arising

out of a motor vehicle including hired and non-owned motor vehicles, and 2) the Contractor shall provide a signed statement on business letterhead stating, “[Contractor’s name] does not own any automobiles. Should [Contractor’s name] purchase an automobile(s) during the term of Agreement [Agreement number] with the California Health and Human Services Agency, it shall obtain owned auto coverage consistent with the requirements of the Agreement and shall provide evidence of coverage to the State Contract Manager prior to using the automobile(s) in the performance of the Agreement.” The policy must name the CHHSA, the State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under this Agreement.

- 3) Professional Liability: The Contractor shall maintain professional liability/errors and omissions insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate covering any damages caused by an error, omission, or any negligent acts. Coverage shall be sufficient to cover all duties and obligations undertaken by the Contractor pursuant to this Agreement and shall include, but not be limited to, claims involving infringement or violation of any U.S. Intellectual Property Right, as defined in the General Provisions attached to this Agreement. The Contractor shall maintain continuous coverage for up to three years after this Agreement terminates.
- 4) Provisions of section 3700 of the California Labor Code require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with such provisions before commencing performance of work under the Agreement.
 - a) The Contractor shall maintain statutory workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement, including special coverage extensions where applicable. Employer's liability limits of \$1,000,000 are required. A waiver of subrogation or waiver of right to recover endorsement in favor of the State of California must be attached to the certificate of insurance.
 - b) If the Contractor does not employ any person in any manner as to become subject to the workers' compensation laws of California, the Contractor may provide a signed statement on business letterhead stating, "I certify under penalty of perjury under the laws of the State of California that I do not employ any person in any manner as to become subject to the workers' compensation laws of California. I further certify that the CHHSA will be notified within thirty (30) calendar days of any changes which results in the business becoming subject to the workers' compensation laws of the State of California." Contractor shall provide this letter to the State Contract Manager prior to the commencement of any work under this Agreement.

California Health and Human Services Agency
Office of the Surgeon General
Matchstick Communications
Exhibit A – Statement of Work

Agreement Number 2020-17-OSG
Content Strategy and Production
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7. FEDERAL PROCUREMENT CLAUSES

To the extent applicable under federal law, this Agreement incorporates the contractual provisions required under Title 2 Code of Federal Regulations part 200, subpart F, appendix II, and the Contractor shall comply with these provisions.

8. FEDERAL EMERGENCY MANAGEMENT ACT

To the extent applicable under federal law, this Agreement incorporates all FEMA-State statutes, regulations and policies.

9. STATE OF CALIFORNIA – STATE OF EMERGENCY

This Agreement is being executed per the authority of the State of California Governor's State of Emergency, Executive Order regarding COVID-19 outbreak.

EXHIBIT B – BUDGET AND PAYMENT DETAILS

1. BILLING INFORMATION AND PAYMENT PROVISIONS

A. Contract Funds by Contract Year

The funds payable under this Agreement shall not exceed One hundred, ninety-five thousand dollars and no cents (\$195,000.00).

TABLE B-1. Contract Budget

CONTRACT PERIOD	CONSULTANT RESOURCE	HOURLY RATE	ESTIMATED HOURS	EXTENDED COST
4/1/2020 – 6/30/2020	Jennifer Pitts	\$250	260	\$65,000
7/1/2020 – 12/31/2020	Jennifer Pitts	\$250	520	\$130,000
TOTAL AGREEMENT AMOUNT				\$195,000

B. Invoicing and Payment

- 1) For services satisfactorily rendered in accordance with the specifications set forth in Exhibit A, and upon receipt and approval of the invoices, the California Department of Social Services (CDSS), on behalf of the CHHSA, agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates and/or allowable costs specified herein. Payment to the Contractor will be made on a time and materials basis per the hourly rates set forth in the Agreement for all labor-related costs. Actual fees will be calculated as actual hours spent working on the project multiplied by the billing rate by position.
- 2) Payment shall be made in accordance with the State of California's Prompt Payment Act (Government Code § 927 et seq.).
- 3) Invoices shall be submitted monthly in arrears, via email to Miguel.Jauregui@chhs.ca.gov not later than thirty (30) days after the end of the billing period and must include the following:
 - a) Invoice with the Agreement number.
 - b) A certification statement that is signed by a company official, attesting to the accuracy of the invoice data and includes that company official's phone number and e-mail address.
 - c) Copies of signed timesheet(s) or other documentation supporting that the State has provided approval for the items invoiced.
 - d) Receipts for travel expenses (if travel is authorized under this Agreement).

C. Contractor Overpayments

- 1) If the State determines that an overpayment has been made to the Contractor, the State will seek recovery immediately upon discovery of the overpayment by contacting the Contractor to request a refund or credit of the overpayment amount. If the Contractor refund or credit is not received within thirty (30) days from the date of the State's notice, the State shall offset subsequent Contractor payments by the amount of the overpayment.
- 2) If Contractor discovers it has received an overpayment, Contractor shall notify the State and refund the overpayment immediately.

D. Budget Contingency Clause

- 1) The State and the Contractor mutually agree that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the services to be provided, this Agreement shall be of no further force and effect. In this event, the CDSS shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other considerations under this Agreement and the Contractor shall not be obligated to perform any provisions of this Agreement.
- 2) If funding for any SFY is reduced or deleted by the Budget Act for purposes of this program, the CDSS shall have the option to either cancel this Agreement with no liability occurring to the CDSS, or offer an Agreement amendment to the Contractor to reflect the reduced amount.

E. Reviews

- 1) In consideration of the performance of the foregoing in a satisfactory manner, the CDSS agrees to pay the Contractor an amount equal to the latter's cost of performance hereunder, computed in accordance with the State Administrative Manual, Sections 8752 and 8752.1.
- 2) Nothing herein contained shall preclude advance payments pursuant to the Government Code, Article 1, Chapter 3, Part 1, Division 3, Title 2. Advance payments shall be in accordance with Section 8453 of the State Administrative Manual and Government Code, Section 11257. C. Each party reserves the right to review service levels and billing procedures as these affect charges pursuant to this Agreement.

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COMMUNICATIONS

JENNIFER PITTS

Relevant Experience

2020 Contract, California Office of the Surgeon General

MATCHSTICK COMMUNICATIONS (2016-Present)

Founder + CEO

Over the past four years I've provided events and communications expertise (creative direction, speechwriting, presentation delivery, fundraising and events consulting, development of OpEds, film scripts, TED talks) to individuals and organizations across private and public sectors. As part of my work at the 2018 Robin Hood Benefit, I wrote the keynote speech for Oprah Winfrey and constructed messaging for Bill and Melinda Gates, Michael Bloomberg and Wes Moore. I have developed content and written speeches for one of the pioneering hardware engineers in the Bay Area tech industry, and have served as a thought partner and speechwriter for leaders in philanthropy, business and government. My work has allowed me to engage in a variety of issues – poverty alleviation as it relates to education, employment, housing and wellness in San Francisco and New York City, finding a cure for BRCA-related cancers, advocating for global human rights, ending bigotry and hatred among middle and high school students, and seeding an effort to reconstruct community and public kinship in Southern communities most impacted by racial injustice.

My experience includes but is not limited to:

- Executive communications consulting, speechwriting and presentation delivery
- Event consulting, creative direction, speaker selection and program direction for philanthropic fundraising events
- Live action + animated film concept development, messaging, script writing and editing
- Narrative development and execution of OpEds and TED talks
- Messaging development, relationship management + speechwriting for celebrity talent
- Brand identity, narrative development and organizational storytelling for foundations, nonprofits and corporate clients
- Facilitation of training workshops on storytelling, event production and nonprofit fundraising best practices

TIPPING POINT COMMUNITY, San Francisco (2007-2016)

Managing Director, Communications, Events + Development (CED)

- Oversaw all communications, events and development operations, and led the team to raise more than \$100M to fight poverty in the San Francisco Bay Area.
- Worked as the speechwriter and advisor to the CEO on all speaking engagements, public appearances, OpEds/thought leadership opportunities (narrative development, writing, editing, speaker preparation)

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- Designed and executed programming -- speaker selection, content development (media, film, print, live), speaker prep, messaging
- Provided creative direction, developed strategy and oversaw the execution of all creative elements, events and annual campaigns. Identified, vetted and selected creative partners.
- Developed concepts and narrative for film projects. Identified, vetted and selected filmmakers and production partners. Produced films to completion.
- Ensured consistency of brand voice across all communications channels, internally and externally
- Worked directly with Board + Leadership Council Members, Staff, Grantees and Clients to develop messaging and write content for events and print materials
- Developed case statement for giving that clearly communicates Tipping Point's vision and impact
- Served as one of the key liaisons to the Board, Leadership Council and Major Donors
- Managed relationships with key CED partners/vendors: design, event production, décor, catering, marketing and communications, brand strategy, talent management
- Developed and managed CED budget and goals

ROBIN HOOD FOUNDATION, New York, NY (2003-2006)

Associate Manager, Events & Communications

- Developed and executed donor facing educational and fundraising events
- Coached speakers and briefed key stakeholders for events including board members, executive directors of grantee organizations and clients of grantee organizations.
- Wrote speeches, developed film content and collateral materials for annual reports and events
- Assisted with production of annual Robin Hood Benefit, one of the largest philanthropic fundraisers in the country.
- Solicited \$1M worth of in-kind goods and created marketing opportunities for sponsors.
- Designed and executed formal openings of 21 libraries as part of the Robin Hood Library Initiative, a \$30M+ public-private partnership focused on reversing patterns of low literacy in public elementary schools. Served as liaison between Robin Hood and principals, librarians, students, corporate sponsors, architects, and artists. Conducted writing workshops and coordinated art projects with more than 600 students at 9 different schools to generate materials for graphic design of libraries.
- Supported Special Projects Director in planning Home-Aid, a corporate volunteer event that outfitted a housing facility for young adults transitioning from foster care to independent living. Helped secure \$100,000 worth funding and in-kind goods.

HIGHLINE HIGH SCHOOL, Burien, WA (2003)

Student Teacher

- Taught 9th and 10th grade English classes at a public high school in an underserved community. Developed curriculum to improve reading and writing achievement. Led

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parent and student conferences. Worked on I.E.P plans for students with special needs.

PRESTON, GATES & ELLIS, LLP, Seattle, WA (2000-2002)

Litigation Assistant

- Trained and supervised a team of fifteen employees. Designed a new process that improved quality and increased speed of cataloguing evidence. Served as intermediary between firm and clients like Microsoft and City of Seattle.

EDUCATION

WESTERN WASHINGTON UNIVERSITY

Masters in Teaching, Secondary School Certification; Seattle, WA (2003)

SANTA CLARA UNIVERSITY

B.A. in English, Minor in Art History; Santa Clara, CA (1998)