

# JESSIE R. MONTGOMERY

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## CAREER PROFILE

Chief of Staff/Director of Communications with the National Service Association. Record of consistent success in furthering the goals and objectives of the organization through cross-functional management of the entire portfolio of operations, programs and services.

- Talented writer with strong experience in developing written communications and speeches to disseminate information on strategy, policy, marketing, development/fundraising, education and public information. Extensive experience in corporate/organizational communications.
- Strong organizational management, project management and leadership experience in a 2000-employee organization. Efficient, productive and resourceful.
- Outstanding media/press relations, VIP relations and organizational liaison skills.
- Sharp, keen and focused. Easygoing management style. Dynamic presentation style.

## PROFESSIONAL RECOGNITION / HONORS

- Women in Communications
- International Association of Business Communicators
- Educational Press Association
- Society of National Association Professionals

## PROFESSIONAL EXPERIENCE

### Multiple Roles

National Service Association | San Diego, CA | 2005 - Present

**Chief of Staff** (2011 to Present)

**Senior Associate - Communications- President's Office** (2008 to 2011)

**Communications Consultant** (2005 to 2008)

Promoted through a series of increasingly responsible positions writing and managing communications for one of the largest non-profit organizations in the US. Provide strategic insight and analysis to favorably position communications to reflect positively on the organization and its leadership, programs and services.

Most recently, promoted to Chief of Staff, second-in-command, working with the President to provide broad-based management support in achieving the vision and objectives of the NSA. Direct a staff of 11 and manage a \$1.2 million annual operating budget.

### Organizational Leadership

- Worked directly with former NSA President for two years and now with the newly appointed President. Instrumental in facilitating new President's transition into office and the resulting changes in the organization, management staffing and policy.
- Key advisor in establishing organizational priorities, developing strategic objectives, analyzing issues, optimizing internal resources and managing communications.
- Serve as the President's primary point of contact with senior management, field leadership, Board of Governors and organizations/individuals outside the NSA.
- Coordinate scheduling, logistics, travel/transportation and security for the President.
- Manage high-profile special events including a recent engagement at the White House.

### Communications

- Served as primary speechwriter for NSA President and Chairman of the Board of Governors.
- Wrote/edited thousands of documents including briefing papers, policy statements, annual reports, feature articles, op-eds, video scripts, crisis communications, educational materials and high-level correspondence.
- Managed high-profile communications projects for the Development Department including case statements, funding proposals, reports and campaign materials.
- Developed and authored an International Humanitarian Law course for the general public.
- Presented up to 74 speeches and public presentations per year to introduce new NSA programs, raise community awareness and support development efforts.

### Director of Public Affairs

Dansko Industry Committee | San Francisco, CA | 2003 - 2005

Advised Executive Director on media strategy, nurtured media relationships, managed press briefings and wrote/produced newsletter. Trained/supervised support staff. Worked in cooperation with Fortune 100 member companies on core communications issues.

### **Writer/Editor**

Time-Life Books | 2000 - 2003

Best-selling series Planet Earth and Civil War.

### **Writer**

Common Cause | 1998 - 2000

Communications for public interest lobbying group.

### **Reporter/Journalist**

Miami Herald and St. Petersburg Times | 1996 - 1998

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## **CONSULTING EXPERIENCE**

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**Communications Consultant** (1995 to 2005). Wrote advertisements, marketing materials, annual reports, speeches, PSAs, articles and corporate communications. Clients included:

- US Holocaust Memorial Museum
  - American Public Health Association
  - American Institute of Architects
  - Points of Light Foundation
  - National Geographic
  - Lockheed Martin
  - Habitat For Humanity
  - US Information Agency
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## **EDUCATION**

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### **Master of Public Administration**

Walden University | Minneapolis, MN | 2019

### **Certificate - Public Relations Program**

Georgetown University | 2018

### **Bachelor of Science in Communication**

Walden University | Minneapolis, MN | 2016

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## **PUBLICATIONS**

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**Author:** *Exploring The Undersea World* (National Geographic Society)

**Editor:** *Business: A Biography of John Rockefeller* (John Wiley)

**Editor:** *Anatomy of a PR Win* (Georgetown University Press)