

Greetings and Salutations,

It is my purpose to receive a position in program management or policy analysis using skills and knowledge gained through a Masters of Public Policy, philanthropy fellowship in the DC Mayor's Office, nonprofit management, international travel/language immersion, and AmeriCorps VISTA.

I recently graduated with my Master's in Public Policy with a specialization in Management and Leadership at the University of Maryland. I have completed relevant courses in program management, strategic planning, nonprofit management, fundraising, budgeting, statistics, negotiation, cross-sector management, and more. These courses featured a heavy emphasis on actual client projects. I delivered actual analysis and results to government agencies and nonprofits.

During the last year of my studies, I worked as a [WRAG](#) Philanthropy Fellow in the newly transitioned [DC Mayor's Office on Volunteerism and Partnerships](#). The fellowship empowered me to collaborate across sectors while analyzing and influencing my office's nonprofit capacity building strategy. I guided projects and events across DC agencies, including nonprofit capacity building trainings and panels. I led and managed initiatives related to nonprofits, such as an initiative to place AmeriCorps VISTAs in the Mayor's Office. I developed cross-sectoral relationships with consultants, nonprofits, and the business community to drive results and refine strategy. I leveraged public and private actors to promote policy issues as they pertained to the nonprofit community. I spoke on a panel for the nonprofit community offering insight into nonprofit development. My work in the Mayor's Office gave me greater insights into future analysis and management work. During this time, I also worked as a Teaching Assistant for the undergraduate class titled *Advocacy in the American Political System* with Professor [Gerard Evans](#), a lobbyist for the Maryland state legislature. My work in the Mayor's Office integrated into my simultaneous graduate education to provide insight and practical application for graduate policy and management concepts.

Prior to my fellowship, I worked as the Executive Director of a student run non-profit called [Terps Against Hunger](#). I led this organization while completing the first year of my graduate studies. This organization packaged and delivered meals across the greater DC area in partnership with organizations such as Capital Area Food Bank, DC Central Kitchen, Maryland Food Bank, and more. I restructured and expanded the organization from 5 students to 40 students. I guided an executive board of undergraduate students in areas such as finance, development, communications, volunteer engagement, social media, graphic design, product innovation, and more. Under my leadership, we packaged 928,028 meals with the help of nearly 3,000 volunteers in the 2017-2018 academic year. We partnered with external organizations across the greater DC area to distribute the meals. I gained and refined valuable skills in management, event planning, and fundraising during this time.

Before joining the University of Maryland, I designed, developed, and managed a barriers-to-employment program as an AmeriCorps VISTA for [Hands On Hartford](#), a non-profit in Connecticut. This program broke the cycle of homelessness and unemployment for those most susceptible in Hartford, CT. This program hired and trained individuals with difficulty acquiring employment. This included individuals facing barriers from homelessness, a criminal record, lack of education, or insufficient employment history. Once in our program, these individuals worked in a café restaurant that I created. They acquired transferable skills in the culinary and hospitality field. Furthermore, I designed and oversaw a commercial kitchen that operated as a shared cooperative kitchen. The kitchen guided small food entrepreneurs to efficiently scale their operations in compliance. During this time, I delivered presentations to the board of directors and stakeholders about the effectiveness and direction of the program. I utilized program management and evaluation skills.

My experiences outside of the professional sphere display the intentionality and grit I bring to a workplace. I graduated with my undergraduate degree in three and a half years while working nearly full time. After graduating with my bachelors, I traveled to nearly 20 countries self-financed while living out of a small backpack for a 70-day period. I completed a Spanish language immersion program in Quetzaltenango, Guatemala during the summer of 2018 while living with a host-family. I also developed a programmatic report for a non-profit in Guatemala to help finance my studies/travel. These experiences highlight my passion and determination; I tackle challenges head on.

I possess the self-determination to empower success for myself and for my workplace. My education, grit, and experience prepare me to be a valuable asset. I am excited to discuss my qualifications further.

With Sincerity,
Jesse Thomas Graves

Jesse Thomas Graves, MPP

Seeking position in program management or policy analysis.
Masters of Public Policy. Analytical and enthusiastic.
Experience in program management and nonprofit management.

Work History

2018-08 -
2019-05

WRAG Philanthropy Fellow

DC Mayor's Office On Volunteerism And Partnerships

- Strategy analysis in coordination with external stakeholders.
- Program evaluation.
- Collaborated with agencies, public officials, nonprofits, consultants, and businesses to coordinate and execute projects and public events.
- Led initiatives across different agencies in DC government.
- Conducted and spoke on panel events.

2017-08 -
2018-08

Executive Director

Terps Against Hunger

- Implemented changes to the structure of the organization. Recruited and led an organization of 40 undergraduate students and board members.
- Led the organization in the packaging of nearly 1,000,000 meals in the 2017-2018 academic year that were distributed across the DC metro area.
- Facilitated 9 volunteer events (with 100 - 2,000 volunteer participants per event) in collaboration with external stakeholders.
- Managed inventory, developed newsletters, and recruiters volunteers.
- Managed social media. Spoke publicly.
- Developed funding from local businesses/organizations.

2016-05 -
2017-05

AmeriCorps VISTA: Kitchen And Café Initiatives

Hands On Hartford

- Utilized program management and evaluation skills.
- Designed, executed, and managed a café that operated as a barriers-to-employment program.
- Managed team of 5.
- Presented to stakeholders and board members.
- Organized and designed process for a shared space/cooperative kitchen.
- Developed processes for building rental and oversaw space rentals.
- Managed social media and utilized graphic design skills for programmatic materials.

2018-08 -
2019-05

Teaching Assistant

University of Maryland

- Organized and led 80-90 undergraduate students in project completion and other class activities.
- For the course *Advocacy in the American Political System* with Professor and Lobbyist Gerard Evans.
- Worked 30 hours per week in total in addition to being a full-time graduate student.

Personal Info

Address

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Phone

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E-mail

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Skills

Program and Policy Analysis

Proficiency in Spanish

Financial Management

Implementation Planning

Critical Evaluation

Program Management

Nonprofit Management

Performance Management

Strategic Planning

Fundraising

Team Leadership

Mediation and Resolution

External Collaboration

Succinct Writing

Experienced Traveler across Europe and Central America.

2014-12 -
2016-03

Substitute Teacher

Oldham County Public Schools

- Taught all subjects, ranging from kindergarten through twelfth grade.
- Managed classroom of diverse students.

Education

2017-08 -
2019-08

Masters of Public Policy

University of Maryland

Focus on management, leadership, and strategy. Developed skills in analysis, program management, budgeting, and strategic planning processes. Served as a representative for the School of Public Policy in the Graduate Student Government.

Master of Public Policy comprised of 48 graduate credits in the following courses: Strategic planning and management for non-profits and public organizations; Non-profit fundraising; Mediation, conflict resolution, and negotiation; Statistics and quantitative aspects; Management, leadership, and accountability; State, local, and nonprofit financial management; Public budgeting and financial management; Performance management and leadership; Microeconomics and policy analysis; Macroeconomic analysis; Governance: normative and political dimensions; Cross sector management; Client project course; Practicing public policy; Policy engagement course; and Nonprofit management and leadership.

2011-08 -
2014-12

Bachelor of Arts: Political Science, History

University of Louisville

Focus on normative theory and international relations. Studied abroad in Panama. Played percussion in the Cardinal Marching Band. Worked nearly full-time during entire undergraduate education as a restaurant manager and a fine dining server.