

CAROLYN L. SMALKOWSKI

Washington, DC 20036 (*willing to relocate*)
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SUMMARY

- Bilingual Spanish/English community and international development professional and social justice advocate with an MA in International Development Studies and over 15 years of related experience
- Proven success with program/grants management; policy research and analysis; team management; strategic planning; monitoring, evaluation, and learning; and capacity development and institutional strengthening
- Seeking a formal leadership role anywhere in the U.S. such as program director or manager, deputy director, senior analyst, or strategic advisor working in community or international development, human rights, environmental protection, corporate social responsibility, or a related field

EXPERIENCE

Inter-American Foundation, Washington, DC

Foundation Representative

July 2023 – Present

- Develop and manage a grant portfolio of approximately 35 small grants each ranging from \$25,000-\$400,000 to support grassroots community development initiatives benefitting underserved populations in Paraguay, Argentina, Uruguay, and Chile
- Facilitate institutional strengthening for grassroots organizations and NGOs and provide technical guidance and support in Spanish to promote sustainable outcomes and learning across grantee partners
- Manage the work of two field-based contractors and their teams to conduct ongoing grant monitoring and to meet deliverables for new grant development, grant amendments, grantee programmatic and financial reporting, and planning for field-based visits and exchanges

Peace Corps Headquarters, Washington, DC

Program Analyst; Office of Strategic Information, Research, and Planning

July 2020 – July 2023

- Facilitated Fiscal Year 2022-2026 Strategic Plan development by guiding and advising senior management and staff across offices on setting performance metrics for short and long-term goals, incorporating diverse engagement methods for over 1,000 internal and external stakeholders
- Monitored agency progress on performance goals, facilitating agency-wide quarterly review meetings and orally briefing senior management to troubleshoot problematic areas
- Led a small, cross-office team that built and piloted a systematic agency strategic foresight program to collect and analyze information on global trends and host country priorities to support agency strategic planning and proactive, evidence-based decision-making
- Supported recruitment, selection, and onboarding of performance staff and supervised interns performing strategy and performance management tasks

Peace Corps Panama, Santiago, Panama

Project Management Specialist, Peace Corps Response

July 2019 – March 2020*

*Evacuated due to COVID-19 pandemic

- Worked with the Panamanian Ministry of Agricultural Development (MIDA) and an inter-institutional committee of Panamanian governmental institutions, the FAO, and civil society to build organizational capacity to strategically plan and launch a market where smallholder family farmers could strengthen marketing abilities and sell their products
- Collected monitoring and evaluation data to inform the content and development of project initiatives and met regularly with MIDA counterparts and an inter-institutional committee to discuss outcomes and troubleshoot issues
- Developed and implemented a training strategy based on a needs assessment of knowledge gaps among smallholder family farmers by designing direct farmer trainings and train-the-trainer activities for agricultural extension agents

U.S. Department of Agriculture (USDA) Food and Nutrition Service, Alexandria, VA

Program Analyst, Policy Branch

October 2013 – July 2019

- Managed policy and programmatic matters and served as a primary point of contact for food and nutrition assistance programs, contributing towards program strategy, policy, planning, development, budgeting, monitoring, and evaluation, and ensuring program implementers' efficient and lawful use of resources

USDA Food and Nutrition Service (continued)

- Developed and maintained effective working relationships with internal and external stakeholders, including management, government agencies, NGOs, and private industry, regularly seeking input from the program community to identify and address issues and trends and advise senior leaders on program and policy matters
- Wrote program materials such as briefing papers, budget and legislative proposals, information and decision memoranda, Congressional testimony and correspondence, policy guidance, reports, regulations and comment analyses, and standard operating procedures for senior leadership, Congress, program implementers, and the public
- Engaged in ongoing data collection and analysis and served as subject matter expert on program evaluation technical matters, formulating program recommendations based on analysis of collected data

*Branch Chief, Policy Branch (Temporary Promotional Assignment)***April – June 2019; May – July 2017**

- Oversaw all policy and programmatic matters for five food and nutrition assistance programs, including the development and release of briefing and position papers, policy memoranda, funding disbursements, and legislative, regulatory, and budget proposals or amendments
- Supervised five employees, including two new staff members, and managed the implementation of seven new legislative provisions that affected three of the organization's programs
- Provided programmatic and policy guidance to program stakeholders and senior leaders, meeting weekly to discuss programmatic issues and formulating recommendations for program improvement.

*Special Assistant to the Deputy Administrator (Temporary Promotional Assignment)***January – March 2018**

- Completed time-sensitive, high priority assignments for the Deputy Administrator, including compiling position papers, briefing documents, and talking points to inform agency decisions on policy, planning, and program management processes and to prepare for meetings with Congress, stakeholders, and the general public
- Represented the organization in meetings with senior agency and Departmental officials, as well as with outside groups, demonstrating in-depth and expert knowledge of agency programs, policies, and objectives

EDUCATION

The George Washington University, Elliott School of International Affairs, Washington, DC*MA in International Development Studies, Concentration in Social Justice in Rural and Economic Development*

- Completed capstone practicum with the International Food Policy Research Institute in Honduras: As part of a team of four, conducted an impact assessment of two agricultural development projects to evaluate a donor tool for project selection for high-impact poverty alleviation outcomes

The University of Vermont, College of Agriculture and Life Sciences, Burlington, VT*BS in Environmental Studies (ENVS), Concentration in International Community Development*

- Completed an honors-level senior thesis on sustainable coffee certifications and alternative markets in Latin America
- Honors: Magna Cum Laude; Honors College Scholar; Dean's List; Outstanding Graduating Senior in ENVS
- Completed semester abroad program with the School for Field Studies, Sustainable Development, Costa Rica

ADDITIONAL SKILLS AND EXPERIENCE

Volunteer Experience and Internships:

- Kids in Need of Defense, Spanish Translator and Interpreter, Washington, DC, December 2015-July 2019
- Human Rights Watch, Graduate Research Intern, Americas Division, Washington, DC, September 2012-April 2013
- Worldwatch Institute, Graduate Research Intern, Nourishing the Planet, Washington, DC, May-July 2012
- Partners of the Americas, Graduate Curriculum Development & Monitoring and Evaluation Intern, Washington, DC, August 2011-May 2012
- Peace Corps Nicaragua, Environmental Education Specialist, Matiguas, Nicaragua, 2008-2010

Professional Certificates: Certificate of Achievement in Strategic Foresight, University of Houston, March 2023**Language Skills:** Fluent in Spanish and English (oral and written)**Computer Skills:** Proficient in Microsoft Office and 365, Google G Suite, communication platforms (e.g., Zoom, Skype, Microsoft Teams), Research skills using the Internet and academic databases, social media use, database management, CRM (e.g., Salesforce); experience working with SPSS and Tableau