

Contact

www.linkedin.com/in/jennifer-headley-ph-d-3257837 (LinkedIn)

Top Skills

Policy
Research
Strategic Planning

Languages

English (Native or Bilingual)
French (Limited Working)
Arabic (Elementary)

Jennifer Headley, Ph.D.

Deputy Director at U.S. Department of State
Washington D.C. Metro Area

Summary

Experienced professional with a demonstrated history of working in the international affairs industry. Skilled in Cultural Policy, Educational Leadership, and Resource Management, Research, and Writing. Strong community and social services professional with a Ph.D. focused in Cultural Studies from George Mason University.

Experience

U.S. Department of State
Deputy Director & Policy Advisor, The Collaboratory
February 2017 - Present
Washington, DC

The Collaboratory designs, pilots, and spreads new approaches to educational and cultural diplomacy through storytelling, educational diplomacy, design thinking, and virtual programs. We explore new developments and technologies, forge partnerships. and link public diplomacy practitioners with experts from other sectors within the State Department and across the government.

Duties include:

- Growth and development of an innovation lab tasked with expanding public diplomacy and global exchange under the Fulbright-Hays Act.
- Created cross-sector partnerships and virtual educational exchanges with the Smithsonian, NASA, and National Public Radio to deliver programming at Embassies worldwide to empower communities abroad.
- Collaborated with private sector partners to implement virtual educational technology programs reaching populations marginalized, displaced, and traumatized by global conflict, focusing on the MENA region.
- Led internal consulting team tasked with fostering collaborative work techniques and communication to increase agency morale within the Bureau, including new uses of technology, facilitation, and presentation.

- Oversaw entire appropriation and budget process of the initiative, including the strategic plan, spending plan, personnel contract, grant opportunities, travel, and technology purchases, a total of \$3 million annually.
- Direct supervisor to team interns and fellows, and manage of contract of four FTEs within the team.
- Certified Contract Officer's Representative and Grant Officer's Representative.
- Skilled in using SAMS Domestic, Grantsolutions.gov, ILMS/Ariba, GFMS, and MyData systems.

<https://eca.state.gov/programs-initiatives/collaboratory>

DISTRIKT | The Deep End 501c3

Camp Lead, Membership Coordinator, and Event Planner

May 2014 - Present

San Francisco Bay Area

Year-round coordination and production as one of nine Kore members that facilitate this event. Camp lead in organization, development, and placement, including liaison to Burning Man Organization and outside service vendors. Membership coordinator for 200+ who attend the yearly Burning Man event and are part of our camp. Coordination of regional fundraisers in the Washington, DC area to support our non-profit mission.

U.S. Department of State

Management Analyst, Bureau of Consular Affairs

January 2012 - February 2017 (5 years 2 months)

Washington, DC

I work within the Strategic Planning and Policy Division in the Office of the Comptroller to perform legislative, economic, management, regulatory, and organization analysis of consular programs abroad in support of the Economy Act. I analyze legislative and policy proposals and testimony for conformance with the policies and priorities of the Secretary of State and the Administration. I also serve as a point of contact for Front Office and senior State Department policy officials on planning and programming related to strategic planning and policy initiatives.

Specific achievements:

- Wrote and enacted multiple service level and inter-agency agreements under the Economy Act, fostering relationships with inter-agency partners and within Bureaus across the Department.
- Established unit costs and volumes for consular business overseas, tracked yearly volumes, and reconciled invoices to reduce operational errors. Created policy guidance for program implementation.
- Recouped \$30-\$100 million annually from agencies inefficiencies and improved business processes.
- Led a team to Mumbai, India, one of the four largest consular sections in the world, to capture data in a time and motion study for the agency's economic cost model and set the prices for consular services worldwide.
- Served as the GAO liaison within my bureau for six months on over a dozen active inquiries, organizing entrance conferences, researching documents, and reviewing reports.
- As Acting Division Director for four months in 2012, oversaw three full-time staff and six contractors, and hired two additional FTEs and one intern.
- Received the Consular Leadership Award for building collaboration within my Bureau.
- Received the Meritorious Honor Award from the US Department of State for my leadership.

FEMA

Program Specialist, Public Assistance Division, Regulation and Policy Branch

March 2010 - January 2012 (1 year 11 months)

Washington, DC

I worked within the Recovery Directorate writing policy and regulations related to FEMA's largest grant program. The Public Assistance Division works with States, Tribes, and local governments to rebuild public infrastructures after a disaster. This program funds schools, hospitals, libraries, utilities, roads, and other necessary facilities within a community.

My work also included a significant amount of research and liaison activities on historic and environmental preservation topics. I wrote briefs, analyzed grant appeal cases, and developed recommendations for senior leadership.

Institute of Museum and Library Services

Museum Program Specialist

March 2005 - February 2010 (5 years)

Washington, DC

IMLS is a federal agency that gives grants to museums and libraries. I worked in the Museum Division overseeing grant projects that assisted with educational, exhibition, and research initiatives in science centers, art museums, aquariums, and university collections across the country. I organized and facilitated peer review panels, briefed senior leadership on potential projects, and monitored ongoing grant programs. I also attended and presented information at national museum conferences on IMLS's grant programs and activities.

National Museum of Women in the Arts

Curatorial Researcher

January 2005 - April 2005 (4 months)

Washington D.C. Metro Area

Art Institute

Faculty

July 2001 - March 2005 (3 years 9 months)

Arlington, VA

The George Washington University

Assistant Professorial Lecturer/Adjunct Professor

January 2000 - December 2002 (3 years)

Washington D.C. Metro Area

Department of Fine Arts and Art History, Photography Professor and Academic Advisor

Georgetown University

Adjunct Professor

August 2000 - May 2002 (1 year 10 months)

Washington D.C. Metro Area

Education

George Mason University

Ph.D., Cultural Studies · (2002 - 2011)

George Mason University

Graduate Certificate, Women and Gender Studies · (2007)

The George Washington University

MFA, Fine Arts · (1998 - 2001)

Point Park University

BA, Applied Arts · (1994 - 1997)

AIP

· (1993 - 1996)