

HADLEY BOYD
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Freelance Business Writer and Editor, New York, NY

1997-Present

- **BookingNinjas Software:** Copywriter for company that develops software for the travel industry. Assignments include: blog posts promoting their products; articles about current issues facing the travel industry that live on their website; explanation blurbs that accompany their YouTube videos; commercial copy
- **ReadWorks, Inc.:** Wrote Library of Congress grant for educational software company
- **SweetP Bakery:** Ongoing grant writer for non-profit bakery that trains and hires developmentally disabled adults in their café and bakery
- **Judith Gerberg Associates (management consultant):** Composed company policy manuals and employee evaluation questionnaires for corporate clients; wrote/updated/edited teaching materials and literature used during seminars; researched and organized background material for article on career changes for publication
- **Encompass Music Theatre:** Wrote grants, promotional materials and business letters for Artistic Director; kept schedule of deadlines and awards announcements of foundations and corporations; researched new sources of support

Development Associate, The League of Professional Theatre Women, New York, NY

9/16-11/18

- Managed, coordinated and wrote all grant proposals for organization, including six, independent sub-committees
- Wrote all business correspondence on behalf of the organization
- Wrote all promotional materials about the organization, including brochures, newsletter updates, event announcements and invitations, press releases
- Researched new grant opportunities
- Created and managed fundraising calendar

Planning and Development Associate, The Wooster Group, New York, NY

1/02-2/03

- Managed, coordinated and wrote all grant proposals and expenditure reports for renowned, experimental theater company
- Increased several current donors' gifts by over 50%
- Forged new relationships with potential individual donors
- Created office systems, fundraising tools and development initiatives to begin fresh fundraising effort

Associate Producer, New York Voices, WNYC Public Radio, New York, NY

9/00-5/01

- Worked with regular contributors of cultural segments, editing their reviews and commentaries, recording and editing them on reel tape for broadcast during WNYC's weekend programming
- Managed ongoing archive project, salvaging fragile reel tape to create new library of recordings able to be transferred to more secure CD and Data tape archives

Senior Development Officer, WNYC Public Radio, New York, NY

7/98 – 9/00

- Wrote proposals for special projects and new program initiatives, Co-ordinated and managed cultivation events,
- Updated proposals of long-running programs and general operating support boilerplate
- Wrote narrative reports to foundations and government agencies detailing grant money expenditures
- Researched foundations and corporate sponsors for new sources of funding
- Managed financial reports used by management and the board of trustees

ARTS BACKGROUND

Fiction Writer

10/95-Present

- Published stories in the following literary magazines: *Pisgah Review*; *Passages North*; *North Atlantic Review*; *Gargoyle*; *Women's Quarterly Journal*; *Lake Effects*

Actor

9/87-Present

- Acted in leading roles with professional companies in New York, Colorado, Washington, D.C., Virginia, Massachusetts, South Carolina, Oregon, London, England and Edinburgh, Scotland. Extensive resume of film and commercial work. Peabody Award 2019 for *Queerskins: A Love Story*

BOARD MEMBERSHIPS

- Chairwoman of The Annual Fund, The Catlin Gabel School, Portland, OR ***2011-2013***
- The New York City Leadership Council for Save the Children ***2001-2002***
- Multi-Stages Theatre Company, New York, New York ***2002-2004***

EDUCATION

- Colorado College, BA, History

VOLUNTEER WORK

- Norfield Congregational Church Outreach Committee, Weston, CT ***2018-2020***
- Coach for fifth grade Odyssey of the Mind Team, Weston Intermediate School ***2014-2015***
- Leader/facilitator of fifth grade book club reading group, Weston Intermediate School ***2014-2015***