

HADLEY BOYD

646-479-6523 boyd.hadley467@gmail.com

BUSINESS EXPERIENCE

Communications and Community Outreach Coordinator, Office of the First Selectman, Wilton, CT 12/2023-Present

- Author speeches, correspondence, presentations and proclamations for the First Selectman; sole creator of the twice monthly newsletter for the town website; write municipal grant applications; administrator of town website

Standardized Patient

7/20-11/2023

- Taught empathy, communication skills, physical exam procedures and interviewing techniques to medical students enrolled in New York Medical College and Yale Medical School
- Tested and graded medical students' skills in conducting physical exams and medical interviews of patients

Freelance Business Writer and Editor, New York, NY

1997-Present

- **Under the Cut:** Ghostwrote two-hour TED Talk style webinar designed for the beauty industry
- **BookingNinjas:** Authored blog posts, articles, descriptions for YouTube videos; and commercial copy for product launches for travel software company
- **ReadWorks, Inc.:** Wrote grants for educational software company
- **SweetP Bakery:** Wrote grants for non-profit bakery that trains developmentally challenged adults in their café and bakery for employment in the community
- **Judith Gerberg Associates (management and career consultant):** Wrote company policy manuals and employee evaluation questionnaires for corporate clients; created and edited teaching materials and literature for seminars; researched and organized background material for articles on the industry
- **Encompass Music Theatre:** Wrote grants, promotional materials and business letters for Artistic Director. Managed all aspects of fundraising effort, including research on opportunities and funding cycles

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

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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

- Member of the professional union. 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

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 ***2002-2007***
- 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***