

Matthew Stafford

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Education:

University of Cambridge, Jesus College – Cambridge, UK

2017 – 2020

Degree: B.A. in History. Graduated in July 2020 with a **First Class Degree**.

Elected to a Scholarship of the College in July 2020 in recognition of outstanding results.

Work:

Associate – Marchmont Communications

October 2022 – Present

Junior Associate – Marchmont Communications

March 2021 – October 2022

- Managing relationships and leading engagement with clients based across the international development, research, non-profit, and humanitarian sectors.
- Developing communications and media strategies to support achievement of wider client business and advocacy objectives.
- Planning and delivering media outreach campaigns for clients, liaising with journalists and securing opportunities for spokespeople with high-level and specialist media.
- Researching and drafting opinion and thought leadership pieces across a wide range of topics, such as development, climate, global health, and politics.
- Maintaining ongoing reactive media monitoring for clients around key themes and subject areas using Cision and Google Alert monitoring tools.
- Providing on-site and virtual event support for clients, including liaising with designers and event staff to develop and deliver event collateral materials on-time and within budget.
- Delivering editorial support to clients to engage various audiences, including media and press materials, internal talking points and briefing documents, and brochures for funders.
- Producing social media and multimedia content, including developing social media toolkits, short-form videos, and graphics.
- Supporting junior colleagues through project and client management, providing editorial oversight, and leading training sessions on key software and internal processes.

Key achievements:

- Provided successful on-site press office support and engagement with global media at the 2021 UN Food Systems Summit in Rome, Italy.
- Managed event presence for a prominent client on-site at the 2022 Africa Green Revolution Forum (AGRF) in Kigali, Rwanda, including support on event planning, briefing documents, high-level bilateral meetings, and bookings.
- Delivered virtual press office support for clients around key global events, including the COP26, COP27, and COP28 climate summits.
- Secured placements for 50+ drafted opinion pieces in a range of international media, including [The Telegraph](#), the [Independent](#), [Thomson Reuters](#), and [Fortune](#), among others.
- Promoted to the position of Associate in October 2022 in recognition of my growth and success in my role.

Business Writer / Journalist – *The Millennial Source*

July 2020 – March 2021

- Researched and pitched news articles across a variety of topics, including business and technology, U.S. politics, and geopolitics.
- Drafted a variety of explainer articles on complex topics for a millennial audience, alongside general and breaking news pieces.
- Sourced and interviewed experts for commentary on relevant topics.
- Contributed to company editorial and business planning sessions, pitching ideas to support website growth and traffic.

- Samples of my writing and multimedia work are also available to view online [here](#) and upon request.
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Experiences and Volunteering:

Volunteer Student Ambassador – *Jesus College, Cambridge.* **2017 – 2020**

- Led campus tours for prospective students to support Jesus College's outreach work with linked schools, promoting greater access for underrepresented communities at the University.

Harvard Social Sciences Exchange Scheme – *Harvard University, USA* **September 2019**

- Selected for a month-long academic and cultural exchange scheme at Harvard University.
 - Attended lectures and set up meetings with professors for thesis discussion.
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Skills:

Technical Skills: Cision media database and monitoring tools, WordPress, Canva design platform, Adobe Photoshop, Adobe Premiere video software, Microsoft Office packages, Sprout Social, Mailchimp email marketing, and SEO writing.

References:

Michael Hoevel – Managing Director, Marchmont Communications

Contact: michael@marchmontcomms.com

Krystal Lai – Editor in Chief, The Millennial Source

Contact: krystal@themilsource.com
