

# MELISSA J POND

PRINCIPAL CONSULTANT

207-400-7837 - melissajpondllc@gmail.com - Greater Boston

## SUMMARY

Results-driven leader with a proven track record in grant management, capacity building, and technical assistance to optimize community impact with 15 years of experience. Excel in strategic planning, securing funding, and overseeing philanthropic programs. Strong leadership skills, cultural competence, and commitment to collaboration create a positive work environment that fosters teamwork and drives positive change. Possess a thorough understanding of grant processes and a passion for continuous learning to address the most pressing needs of communities effectively.

Strategic  
Planning

Community  
Engagement

Grantwriting

Teaching &  
Training

Government &  
Nonprofit

ADA Compliance

## EXPERIENCE

### COMMUNITY IMPACT EXPERT / OWNER

Melissa J Pond LLC

Greater Boston 2022 - Present

Stay updated on current trends, best practices, and policies in grant management and funding opportunities, continually seeking ways to enhance organizational effectiveness. Utilize storytelling techniques to effectively communicate the organization's mission, impact, and outcomes to stakeholders, funders, and the community. Develop and deliver training programs and workshops to build organizational capacity, enhancing leadership and management skills and knowledge. Provide expertise in measuring, evaluating, and learning (MEL) for grant programs to assess their impact and make data-driven decisions. Design and implement strategic planning initiatives to align organizational goals with funding opportunities and community needs. Conduct thorough research to identify potential funding sources, including government grants, foundations, and corporate sponsorships.

#### Accomplishments:

- Created an affordable, high-impact grant-seeking onboarding package that includes mission and vision statements with effective formulas, a theory of change framework, stakeholder mapping, data resources, grant research, and draft narratives.
- Identified and drafted applications and strategy for \$1 million grant funding for a recreational, historic site in Abington.
- Developed a winning proposal to develop a leadership training program for a leading national community development professional association.
- Assisted small business clients in obtaining a total of \$37,000

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## COMMUNITY DEVELOPMENT PLANNER

City of Quincy

Quincy, MA 2007 - 2024

Plan and execute the grant-making process for millions of dollars in HUD anti-poverty programs: HOME, McKinney, and Community Development Block Grant (CDBG). Conduct needs assessments, coordinate with all department heads, and develop and implement budgets. Direct a team of 10 consultants while completing Communications Access Needs Assessment and the ADA Self-Evaluation and Transition Plan, developing a customized community interpreting training program, and providing translation and interpretation support to the City. Implement and monitor an annual budget of \$400k for CDBG Public Services, such as overseeing procurement and contracts, processing invoices, and tracking sub-grantees. Onboard and mentor new and junior-level staff.

### Accomplishments:

- Progressed through seven promotions from Intern to Senior Principal Planner
- Secured and managed \$795k in city funding over four years to support the planning and implementation of Communications Access for persons with disabilities and persons with limited English proficiency.
- Successfully completed the City's first ADA Self Evaluation and Transition Plan in 2020 by securing \$100k from the state while supporting continued implementation with the Commission on Disabilities and multiple stakeholders.
- Accelerated stakeholder engagement by over 500% through active participation in community boards and coalitions, implementing social media outreach, and hosting annual community development symposiums and National Community Development Week events.
- Recruited and onboarded 10 interns from five educational institutions, providing effective training and contributing to their professional development.
- Received personal and project awards from prestigious organizations, including the National Community Development Association, American Planning Association, Massachusetts State Senate, Quincy City Council, South Shore Leadership Conference, and Cape & Plymouth Business Media 40 under 40.

**Additional experience:** *Adjunct Instructor for Eastern Nazarene College and City Vision University; Consultant for National Community Development Association; After School & Summer Program Coordinator at Greater Boston Chinese Community Services with AmeriCorps.*

**Volunteer experience:** *United Way of Greater Plymouth County Allocations Committee & Women United Volunteer; Philanthropy Partners of the Cape & Islands (PPCI) Education Committee; United Way of Mass Bay & Merrimack Valley Allocations Committee; Abington Board of Health; American Planning Association Massachusetts Chapter Housing & Community Development Subcommittee; Beth Israel Deaconess Hospital Milton Community Benefits Advisory Council, Board of Advisors; South Shore Hunger Network; Blue Hills Regional Coordinating Council; National Community Development Association National Board of Directors, Technology Subcommittee, Regional Board of Directors; Massachusetts Department of Education STEM Advisory Council; South Shore Workforce Investment Board Youth Council; AmeriCorps Alums Boston Board*

## EDUCATION

Master of Science (M.S.), Non-Profit Management, Concentration: Social Media, Northeastern University, 2014

Certificate in Organizational Leadership, Non-Profit Track, Historic Wheelock College, 2012

Bachelor of Science, Business Management, Eastern Nazarene College, 2009

## TRAINING

Mental Health First Aid USA  
ADA Coordinator Training Certification Program (ADAC)

HUD Future Leaders Program (Boston), US Center for SafeSport; Local Public Health Institute of Massachusetts Mini-MPH; FEMA Emergency Management Institute Professional Development Series; National League of Cities Facebook Best Practices; GovLoop Social Media in Government; ESRI Getting Started with GIS, Spatial Analysis; Eventbrite Marketing, Sponsorship; Darkness to Light Stewards of Children; Playworld, Inc Inclusive Playground Designer