

## KIMBERLY A. ELLIOTT

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### CONTENT STRATEGY, COMMUNICATIONS, DEVELOPMENT

Versatile content strategist, communications pro, and project manager with 15+ years of experience engaging external and internal audiences through strategic storytelling. Published author and successful fundraiser who crafted key portions of proposals bringing in **over \$60 M** for a global nonprofit from 2011 to 2017. Deeply invest in employers' missions, thrive on complex challenges, and enjoy leading, supporting, and collaborating with colleagues. Expert in synthesizing information to capture and convey outcomes. **Core competencies include:**

- ◆ Online/Print Content Strategy
  - ◆ Project Management
  - ◆ Compelling Content Writing
  - ◆ Publication Development
  - ◆ Fundraising Strategy
  - ◆ Developmental Editing
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### PROFESSIONAL EXPERIENCE

#### The Word Mechanic (March 2004–Present)

*Launched and lead this woman-owned small business.*

Provide content strategy, communications, and fundraising consultation. Clients include Rhode Island Computer Museum, Education Development Center, Center for Strengthening the Teaching Profession, National Association for the Education of Young Children.

- Have written proposals funded by National Institutes of Health, U.S. Department of Education, Institute of Education Sciences, U.S. Department of Health & Human Services.
- Co-authored a book published by Corwin ([\*Teacher Leader Stories: Power of Case Methods\*](#)).
- Lead content editor of books published by Rowman Littlefield ([\*More Than Title IX: How Equity in Education Has Shaped the Nation\*](#)) and Wiley ([\*Supported Literacy for Adolescents\*](#)) and innovative, interactive instructional resources ("[Girls Communicating Career Connections](#)," "[Exploring Humanitarian Law](#)," "[Exploring Bioethics](#)").

#### Sabbatical (February 2018–January 2019)

Met goal to complete three books and provide pro bono consultation to nonprofits. Worked with [Rhode Island Computer Museum](#), [New England Wireless and Steam Museum](#), and others.

#### Education Development Center (March 2011–December 2017)

*A global nonprofit that provides innovative education, health, and economic programs.*

##### Senior Business Development Manager

Led internal and external communications initiatives, headed up digital strategy, and served as principal grant writer and developmental editor for EDC's U.S. Division.

- Member of leadership team, management team, and corporate task forces. Wrote content for [EDC.org](#) website, including press releases and text describing EDC's strengths and staff.

- Conceptualized and wrote successfully funded proposals submitted to the U.S. Department of Education, National Science Foundation, U.S. Department of Health & Human Services.
- Designed and managed intranet, achieving low bounce rate and high usage by 200 staff. Created extensive tools to guide proposal/project work; supervised and trained five staff.
- As manager and content creator for [ltd.edc.org/](http://ltd.edc.org/), led upgrades on a tight budget, tripled number of pageviews, and achieved high number of return visits from funders.
- Wrote and guided the development of toolkits, white papers, briefs, flyers, blog posts, and infographics to engage target audiences and achieve business development goals.
- Wrote e-newsletter and e-blasts to inform staff. Played active role in staff development, including co-planning the agenda and workshops for five annual All-Staff Meetings.

## **Education Development Center (January 2002–March 2004)**

### **Senior Writer/Editor**

Lead writer, grant writer, and developmental editor for EDC's early childhood portfolio of work.

- Worked closely with center director and project directors to strategically design proposals to achieve high win rate.
- Wrote and edited research reports, briefs, and articles to widely share EDC's findings on effective strategies to ensure all young children's school readiness and success.
- Supported staff in writing chapters and books focused on early childhood education topics.
- Contributed to the design of professional learning materials for early childhood teachers.

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## **PORTFOLIO**

Please visit [www.kimacelliott.com/](http://www.kimacelliott.com/) to view a few examples of my projects and publications.

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## **TECHNICAL SKILLS**

PMD Pro certification from APMG International; facility with Drupal, HTML, Google Analytics, Google Sites, and social media platforms; experience with Venngage, Piktochart, Power BI, and other data viz tools; stellar productivity software skills (Microsoft Office Suite, Adobe Suite).

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## **EDUCATION**

**Bachelor of Arts in English (*magna cum laude*), Social Work Minor**  
**UNIVERSITY OF NEW HAMPSHIRE ♦ Durham, NH**

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