

# Sophia M. Summers

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## EDUCATION

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Dec. 2009	Master of Arts in Nonprofit Management, Notre Dame of Maryland University	Baltimore, MD
Aug. 2004	Bachelor of Arts in Journalism, Minor in Spanish, University of Maryland	College Park, MD

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## INTERNATIONAL DEVELOPMENT

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**Grants and Strategic Partnerships Manager, Girls Empowerment International, Oct. 2014-Present**      **Washington, D.C.**

- Cultivate relationships with donors and strategic partners; build funding pipeline of \$3.5M annually for programs in Columbia, Ecuador, and Mexico; write three proposals monthly for six international programs
- Investigate mental health and wellbeing outcomes of adolescents in low and middle-income countries; present findings to potential corporate sponsors; curate and present information on social media
- Write and edit monthly donor grant reports; collaborate with funders including Johnson & Johnson, Packard Foundation, Chanel Foundation, Cartier Foundation, Cigna Healthcare Foundation, and others
- Implement company-wide digital communications strategy; supervise six communications team members; create and disseminate content for brochures, blogs, and social media posts for 1,000 followers

**Manager, Corporate and Foundation Partnerships and New Business Development, Aug. 2011-Jun. 2014**

**Officer, New Business Development, Jhpiego (Johns Hopkins University), Dec. 2008-Jul. 2011**      **Baltimore, MD**

- Managed ten technical and program staff members; prepared complex global health proposals for the US government and private sector donors including USAID, Gates Foundation, Merck, MacArthur Foundation
- Communicated directly with 10+ corporate and foundation donors; designed content-specific communications relevant to stakeholder needs and interests including HIV prevention, family planning, and malaria prevention
- Drafted technical content, edited proposal inputs, compiled budgets, consulted with subject-matter experts, prepared grant submissions, and organized administrative needs for bids from \$300,000-\$30,000,000 USD
- Developed and implemented guidance, tools, and processes for analyzing opportunities feedback; audited internal systems; improved organizational effectiveness; trained new team members on company operations

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## COMMUNITY ENGAGEMENT AND VOLUNTEER WORK

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**Volunteer Hotline Operator and Case Manager, Baltimore Abortion Fund, September 2010-Present**      **Baltimore, MD**

- Translate Spanish-English calls for confidential helpline; offer referrals for financial counseling and assistance paying for abortion procedure; curate content for fundraising and advocacy communications

**Health Center Associate, Planned Parenthood of Maryland, Sep. 2007- Oct. 2008**

**Baltimore, MD**

- Counseled six patients daily regarding birth control, STD screening, and cervical cancer testing; wrote weekly reports regarding patient histories and current health indicators; translated for patients during appointments

**Health Education Volunteer, Peace Corps, Feb. 2005-Feb. 2007**

**Buenos Aires, Argentina**

- Taught health education for 1,200 high school students; developed lesson plans for puberty, sexual education, and HIV prevention; promoted and facilitated literacy programs; lead weekly support groups for 15+ patients

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## PROFESSIONAL DEVELOPMENT

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**Skills:** Fluent in Spanish, Grant writing, Project management, Corporate partnerships, Digital communications

**Certificates:** PMD Pro in Project Management and Development, Johns Hopkins Carey Business School

Executive Education Seminar in Design Thinking for Innovative Problem Solving

**Continuing Education:** Anne Arundel Community College courses in Two-Dimensional Design and Digital Imaging

**Activism:** Member of the Women's Commission, Executive Committee Member for the Junior League of Maryland