

Gretchen Hobbs Donaldson — Resume (Updated)

GRETCHEN HOBBS DONALDSON • 180 Hobbs Road • Pittsboro, NC 27312

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SUMMARY

Executive with extensive experience in the fields of international education, development (grassroots and grassroots), student exchange, university relations and faculty development, study abroad, internship identification and development, non-profit and corporate management. Proven success in the areas of university program/project design, recruitment, implementation and evaluation. Outstanding financial management, administration, public relations, grant management, and membership development skills. Creative in facilitating effective intercultural and organizational communication involving faculty/staff/student/alumni collaboration in multilevel international initiatives and passionate in building and coordinating outstanding institutional partnerships and volunteer service.

PROFESSIONAL EXPERIENCE

President/Owner, International Education Associates (IEA), Pittsboro, NC — 2004 to Present

- Substitute Teaching: Chapel Hill & Carrboro City Schools, NC (from 2019)
- Coordinate the growth of institutional partnerships for global Millennium Challenge Corporation (MCC), Monitoring & Evaluation of US AID projects, SparkWorks, LLC
- Strategic Consultant, Foundation for Sustainable Development (FSD) Kenya: facilitated initial start up and ongoing collaboration between FSD and Kenya resulting in 350+ medical/other fellowships; Authored/Published Shikoko/FSD/Kenya 25th Anniversary History
- Evaluate participants for Mandela Washington Fellowship (MWF) and institutions for International Leaders in Education Program (ILEP), International Research & Exchanges Board (IREX), U.S. DOS
- Identify strategic partnerships and resources for Global Health Learning Opportunities (GHLO), Association of American Medical Colleges (AAMC)
- Coordinated the National Summit for Citizen Diplomacy for the National Council for International Visitors (NCIV), now Global Ties
- Directed outreach, fund development and managed events for the East African Center for the Empowerment of Women and Children (EAC)

Director, Institutional Relations, Passport Career, Washington, D.C. — 2011 to 2015

- Identified and managed strategic educational institution partnerships to support online global and national career services for students, faculty, scholars and alumni
- Created customized services based on university short and long term global career service needs and objectives in 80+ countries

- Built and maintained strong university relationships via strategy meetings and staff trainings

Consultant, Faculty Development, Office of Diversity Education and Compliance (ODEC), University of Maryland, College Park, MD — 2012 to 2013

Senior Representative, Communication & Outreach, Health and Human Services (HHS) & Lockheed Martin, Washington, D.C. — 2009 to 2010

Program Manager, Institute of International Education (IIE), Washington, D.C. — 2008 to 2009

Executive Director & Chief Operating Officer, Japan-America Student Conference (JASC), Washington, D.C. — 1990 to 2004