

KATE WOLFF

(b)(6)

SUMMARY

Collaborative leader and consensus builder with a track record of getting things done. Passionate, mission-driven manager with a successful record of meeting and exceeding expectations with diverse coalitions, partners and teams. Unique ability to create and support strategic space for leadership while managing details and ensuring teams have the necessary resources for success.

EDUCATION

University of the District of Columbia - Masters in Public Administration, 2019

University of Kansas - BA in Political Science, 2005

EARLY EXPERIENCE

Office of Secretary

Kathleen Sebelius
Director of Scheduling and Advance,
Washington, DC
2010-2013

Special Assistant for Intergovernmental Affairs,
Washington, DC
2009 – 2010

Office of Governor Kathleen Sebelius
Deputy Director of Governmental Affairs,
Topeka, KS
2007 - 2009

Legislative Liaison
Topeka, KS
2006 - 2007

Constituent Services Liaison
Topeka, KS
2005 - 2006

Milken Institute School of Public Health

George Washington University

Senior Director of Communications, Outreach and Engagement, Redstone Global Center for Prevention and Wellness

Washington, DC

2019 - present

- Develop and implement strategic communications plans across three distinct public health initiatives, including climate change, childhood trauma and adversity and obesity prevention, for an endowed academic center.
- Develop and maintain strong relationships with internal and external stakeholders across DC, academia, federal government, the non-profit and advocacy sectors and foundations.
- Working with the Chair, assist in managing day-to-day operations of the Center, overseeing two direct reports.
- Maintain the Center's online presence and social media.
- Support development activities, including prospecting, funding proposals and deliverables, including reports, publications and events.
- Work closely with the Policy Director to advance the Center's policy agenda, including identifying District, federal and global opportunities for engagement.

Education Commission of the States

Assistant Director, Arts Education Partnership and State Relations Strategist

Washington, DC

2016 - 2019

- Lead outreach and engagement activities for 100+ national partners, including management of two national convenings each year, logistics, operations and communications.
- Lead for strategic planning process, including annual updates and benchmarking, and policy research and reporting.
- Support development activities, including prospecting, funding proposals and deliverables, including reports, publications and events.
- Lead outreach and engagement for 13 states in the Northeast across all levels of state government, on relevant, high priority education policy issues at the state and federal level.

U.S. Department of Health and Human Services

Chief of Staff, Office of Refugee Resettlement

Washington, DC

2015 - 2016

- Manage office operations for regional and HQ staff of 150 and budget of \$1.4 billion, including strategy and response for Congressional, media, White House, and stakeholder engagement on issues such as program management budget, policy development and implementation, regulations and compliance, as well as grant and contract activity.
- Lead emergency response and crisis management coordination, such as the US Refugee Program Expansion and Influx Response to Unaccompanied Migrant Children.
- Presidential Leadership Workshop Cohort 5: Selected to participate in six-month leadership and management training as part of a cohort of 30 appointees across the administration.

Special Assistant to the Secretary

Washington, DC

2013 - 2015

- Advise Secretary on Affordable Care Act implementation strategy and lead Secretarial outreach efforts and travel, including 26 trips to 36 cities across the country garnering widespread press coverage in local and national outlets during 2013-2014.
- HHS Response Advisor Detail: Selected to coordinate federal humanitarian response to unaccompanied children crossing the border.
- Administration for Children and Families Detail: Provided support and guidance to ACF leadership on inter-agency and intra-agency collaboration on unaccompanied children response, program and policy.