

MELISSA J. POND

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COMMUNITY IMPACT COLLABORATOR PROFILE

Supportive and performance-driven leader with proven success in developing and implementing strategies and processes to optimize community impact through grant management, capacity building, and technical assistance.

Strategic, results-driven, and solutions-oriented leader with 10+ years of experience in maximizing community impact through managing a broad range of operations and functions, including managing P&L responsibility, identifying and securing funding sources, designing measuring and evaluation efforts, and overseeing philanthropic program management. Possess strong expertise in leading, training, and developing teams to achieve performance excellence. Demonstrated success in ensuring a positive and collaborative work environment from all individual contributors and fostering a collective sense of belonging and commitment to teamwork.

Passion for continually reviewing and learning from external research and studies, data, evaluation metrics, and administrative tools to address the most compelling needs for communities. Possess excellent communication, collaboration, problem-solving, and time management skills; able to partner with senior leadership and cross-functional teams to drive positive change and implement improved practices.

An award-winning specialist with solid experience in Government Administration, Government Leadership, Nonprofit Management, Nonprofit Board Leadership, and Higher Education Instruction. Possess a thorough understanding of grant processes, including measurement, evaluation, and learning (MEL) of grant programs. Known as an innovative change-maker with strong cultural competence and authentic commitment.



Project & Program Management • Needs Assessments & Action Plans • Relationship Management • Documenting & Reporting • RFPs & Contracts • Management & Leadership • Social Media • Event Planning • Collaboration • Boards & Coalitions • Communication • Press Releases • Networking • Consensus & Capacity Building • Data & Performance Measurement • Legislation & Policy Advocacy

"Melissa's business acumen is something that I admire, appreciate, and strive to exude. I have witnessed Melissa develop initiatives, such as Opportunity Quincy from nuts to bolts in efforts of closing the opportunity gap for Quincy's young people. Melissa is a quick thinker, strategic decision maker, and an impeccable collaborator. It would be in the organization's best interest to have Melissa be a part of developing the foundation of tomorrow's leaders." – Prior Feedback

Professional Experience

Melissa J. Pond LLC • 2022 – Present

Owner / Community Impact Collaborator

My primary focus is on helping clients achieve their fundraising goals through strategic planning and creative execution. I provide expert guidance in crafting compelling grant proposals that communicate the client's mission and goals. I offer fundraising strategy services that are tailored to the specific needs of each client, providing them with the guidance and support they need to achieve their fundraising goals. I also offer professional photography services to help clients communicate their mission and impact visually.

- Identified and drafted grant applications for \$519,000 in Federal, State, and corporate funding for a historic pedestrian bridge; provided fundraising strategy and additional recommendations and support during a six-month contract.
- Reviewed grant applications for Eastern Nazarene College and MERGE Inclusion Consulting and provided strategic recommendations for improvement.
- Provided event photography services at the National Community Development Association's annual legislative and professional development conference in Washington, DC.

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City of Quincy, MA Department of Planning & Community Development • 2007 – Present

Senior Principal Planner | Principal Planner | Senior Planner | Assistant Planner | Research Assistant Planner | Consultant | Intern

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 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.

- Secured a total of \$495k in city funding over three 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 funds from the state while supporting continued implementation in association with the Commission on Disabilities and multiple stakeholders.
- Actively participated in community boards and coalitions, implemented social media outreach, and hosted number of events, such as annual community development symposiums and annual National Community Development Week events, which resulted in accelerating stakeholder engagement by more than 500%.
- Recruited 10 interns from five educational institutions, completed onboarding process, and designed and delivered effective training.
- Received number of personal and project awards from National Community Development Association, American Planning Association Massachusetts Chapter, Friends of the Blue Hills, the Massachusetts State Senate, the Quincy City Council, the South Shore Leadership Conference, and Cape & Plymouth Business Magazine 40 under 40.
- Served as a Treasurer of \$300k budget at Blue Hills Community Health Network Alliance (CHNA) Executive Committee to evaluate all financial transactions with CHNA staff; helping the organization in adopting a new financial model to secure funding after the change in policy regarding organization’s sustaining funding source.
- Earned six job promotions by demonstrating utmost dedication and continued commitment towards work excellence.



Additional experience as After School & Summer Program Coordinator at Greater Boston Chinese Community Services with AmeriCorps.

Academic Experience

Eastern Nazarene College | City Vision University • 2020 – Present
Adjunct Instructor

Providing Instruction for Intro to Non-profit Management, Social Entrepreneurship, and Marketing to up to 24 students per term. Developed original course in Canvas for one three-week term and one sixteen-week term. Suggested curriculum changes, graded student assignments, and provide effective training and development opportunities to the students. Collaborated with faculty with a wide range of experiences in nonprofit, ministry, and academia. Served the Management and Ministry Advisory Council.

Additional Involvement

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 & Credentials

Master of Science (M.S.), Non-Profit Management, Concentration: social media, Northeastern University, 2014
Certificate in Organizational Leadership, Non-Profit Track, 2012, Historic Wheelock College
Bachelor of Science, Business Management, Eastern Nazarene College, 2009

Mental Health First Aid USA – National Council for Mental Wellbeing, Issued 12/2019

ADA Coordinator Training Certification Program (ACTCP / ADAC) – University of Missouri and the Great Plains ADA Center, Issued 08/2021

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