

Emily Davis

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SUMMARY OF QUALIFICATIONS

- Over 3 years managing multi-million-dollar U.S. government and foundation-funded programs, ensuring compliance with CFR, FAR, and donor-specific regulations while advancing mission-driven initiatives.
- Founded and led a national youth policy working group, coordinated with Congressional and Department of State leaders, and produced high-impact advocacy materials that influenced legislation and foreign assistance policy for children and youth globally.
- Skilled in project management, fund development, grant writing, event coordination, and stakeholder engagement, with a track record of aligning diverse priorities to deliver measurable outcomes.

EXPERIENCE

North Carolina State University, College of Humanities & Social Sciences

Raleigh, NC

Pre-Award Specialist

May 2025-Present

- Prepare and submit competitive research proposals to state, federal, foundation, and other funding agencies by interpreting RFPs, adhering to sponsor guidelines, and developing budgets in line with university policies.
- Coordinate internal funding programs by managing application collection and review processes, and organizing submissions by fiscal year to ensure timely and efficient administration.
- Serve as the college's subject matter expert for InfoEd SPIN, guiding faculty in identifying funding opportunities and leveraging external resources to support strategic research initiatives.

National Democratic Institute

Washington, DC

Program Coordinator

September 2023 – March 2025

- Managed pre-award administrative operations for \$50M+ in U.S. government-funded grants, including Department of State and National Endowment for Democracy awards, ensuring full compliance with federal regulations (CFR, FAR) by efficiently tracking and submitting deliverables in a deadline-driven environment.
- Led the preparation and submission of over 100 compliance reports, optimizing proposal workflows to ensure accurate, compliant, and transparent quarterly and semi-annual reporting.
- Enhanced internal knowledge management systems (Kissflow and Trello), streamlining team workflows and documentation processes to facilitate seamless collaboration, improve information governance, and ensure that critical program data is readily accessible for informed decision-making and efficient operations.

Children's Policy and Funding Initiative, Tides Center

Washington, DC

Research Associate and Advocacy Liaison

July 2021 - September 2023

- Coordinated high-level meetings with Congressional, Department of State, USAID, NGO, and philanthropic leaders, aligning advocacy efforts to advance global policy initiatives for children, resulting in new legislation, collaborative events, and a unified approach to integrating children's issues into policy guidance.
- Developed and distributed a weekly newsletter to 300+ global advocates, government officials, and stakeholders, offering insights on international developments, relevant legislation, and foreign assistance programs, thereby facilitating informed policy dialogues and decision-making.
- Founded and led the Youth Alliance Working Group (YAWG), offering a youth perspective on policy proposals and advocacy initiatives, including advocating for a Congressional Caucus on Children and Youth and engaging with government and NGO representatives to ensure global youth priorities were advanced.

Strategy for Humanity LLC

Arlington, VA

Research Associate

July 2021-September 2023

- Developed policy proposals in alignment with U.S. government funding priorities, contributing to global peace and security by refining foreign policy recommendations through cross-sector collaboration, particularly with the U.S. Civil Society Working Group on Women, Peace, and Security.
- Conducted in-depth analysis of global peace frameworks, identifying gaps in women's participation, and providing data-driven policy briefs with actionable recommendations to enhance inclusivity in international diplomacy and foreign assistance programs.
- Collaborated on a published blog post on philanthropy and localization, synthesizing research to inform funding strategies and global humanitarian policy, ensuring compliance with donor guidelines and contributing insights to the broader field of international development.

Josef Korbel School Humanitarian Assistance (HA) Certificate & Applied Research Group

Denver, CO

Program Assistant

August 2022- July 2023

- Acted as the primary point of contact for coordination and communication between humanitarian organizations, faculty, and students, facilitating the flow of information and ensuring efficient program operations for the Humanitarian Assistance Certificate and Applied Research Group initiatives.

- Managed logistics and supported the development of large-scale events, including a 100+ participant Humanitarian Crisis Simulation, ensuring seamless event execution and participant engagement, while aligning the event's structure with the educational goals of the program.
- Assisted faculty and staff in the preparation of materials and resources for the simulation and other educational activities, contributing to the creation of impactful, hands-on learning experiences for over 100+ graduate students in the fields of humanitarian aid and global health.

US Department of State, Office of Global Criminal Justice (GCJ)

Washington, DC

Graduate Student Intern

January 2022- April 2022

- Assisted senior government officials in locating and synthesizing research on international criminal law, mass atrocity trends, and racial and social justice issues, providing essential insights to inform U.S. government policy decisions and response strategies.
- Monitored and analyzed key policy developments, including Congressional legislation and International Criminal Court (ICC) filings, supporting the development of policy initiatives and offering strategic recommendations to inform the decision-making process.
- Conducted in-depth research on public-private partnerships and initiatives focused on technology's role in mass atrocity prevention, evidence preservation, and documentation. Compiled findings into comprehensive reports that guided strategic engagement and contributed to policy discussions.

Josef Korbel School of International Studies, University of Denver

Denver, CO

Graduate Research Assistant

July 2021 - December 2021

- Collaborated with key stakeholders, including the United States Institute of Peace (USIP), to develop a policy proposal addressing the intersection of gender-based violence, conflict, and the environment.
- Conducted assessments, providing critical insights on the integration of gender considerations into humanitarian strategies and policies.
- Managed project timelines, monitored compliance with regulatory standards, and ensured clear communication with stakeholders to facilitate efficient coordination and alignment on objectives.

Gender-Based Violence Area of Responsibility Community of Practice, UNFPA

Denver, CO

Student Intern

March 2021 - August 2021

- Analyzed website data and identifying trends and engagement metrics to enhance the user experience and ensure the effective dissemination of resources and tools for stakeholders.
- Developed and presented a comprehensive final report, synthesizing findings and offering actionable recommendations to improve website usability and outreach efforts, supporting resource improvement.
- Supported strategic communications efforts by organizing and coordinating meetings, synthesizing key information, and contributing to the development of internal and external reports, ensuring that stakeholders were kept informed about ongoing initiatives and progress.

EDUCATION

Josef Korbel School of International Studies, University of Denver

Denver, CO

M.A. International Studies, International Human Rights Concentration

September 2020 - June 2023

- Graduate Certificate in Humanitarian Assistance.

Maxwell School of Citizenship and Public Affairs, Syracuse University

Washington, DC

Semester in D.C.

August 2021 - December 2021

- Gained experience in U.S. policy making through a full-time internship while completing graduate coursework.

The College of Wooster

Wooster, OH

B.A. Political Science, International Relations Concentration

August 2016 - May 2020

- Thesis: *The Status of Women: The Effect on the Presence of Sexual Violence*, a year-long research & writing project that resulted in an 80+ page thesis, an oral defense, and presentation in April 2020.

Students of International Training (SIT)

Geneva, Switzerland

International Studies & Multilateral Diplomacy Program

January 2019 - May 2019

- Interviewed Human Rights and Foreign Assistance Professionals at Doctors Without Borders, Amnesty International, and International Organization for Migration for a semester-long research project and presentation.

SKILLS & ACTIVITIES

- **Technology:** Microsoft Suite, Google Suite, Salesforce, Adobe, Canva, Kissflow, Trello.
- **Certifications:** Project Management for Development Professionals (Project D Pro), Adult and Pediatric First Aid/CPR/AED.