

Contact

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(LinkedIn)

Top Skills

Public Speaking
Leadership
Research

Languages

English

Jake Blaut

Special Assistant - Office of Legislation & Congressional Affairs at
U.S. Department of Education
Washington, District of Columbia, United States

Summary

Born and raised in Cincinnati, Ohio, I attended Florida State University where I graduated in three years with a Bachelors of Science in Economics and Political Science. I am experienced in congressional affairs, budgetary research and analysis, political organizing, developmental fundraising, donor relations, and grant writing. My background consists of congressional affairs and research at Federal level, administration and budgeting in local government, organizing in national, state, and local political campaigns, as well as fundraising and development from non-profits.

Experience

U.S. Department of Education

2 years 1 month

Special Assistant - Office of Legislation & Congressional Affairs
July 2023 - Present (2 months)

Washington, District of Columbia, United States

Confidential Assistant - Office of Legislation & Congressional Affairs

August 2021 - July 2023 (2 years)

Washington, District of Columbia, United States

- o Lead the development of research memos and biographies pertaining to various higher education topics and administration/congressional priorities for the Secretary of Education, OLCA Assistant Secretary, and other Department principals
- o Facilitate correspondence, outreach, and higher education technical assistance between Congressional offices, their members, and the Department of Education
- o Assist in the creation, maintenance, and organization of hearing preparation materials for Department principals when pertaining to Congressional meetings/hearings
- o Train and develop junior and intern staff on research strategies and practices, congressional outreach, and hearing preparation

- o Manage the schedules of and develop regular briefs in support of the OLCA Assistant Secretary and both the K-12 and Higher Ed Deputy Assistant Secretaries
- o Provide internal administrative organization and assistance for the legislative casework team in handling member offices' constituent cases

Laurel Advocacy & Referral Services, Inc.

Development Specialist

June 2021 - July 2021 (2 months)

Laurel, Maryland, United States

- o Identify, solicit, and secure sponsorships for LARS's events: Includes sponsor solicitation, donor communications, record keeping, logistics, and onsite donation opportunities
- o Lead the execution of all corporate, major gift and planned giving fundraising goals and programs and activities
- o Assist the Development Director with all Planned Giving outreach, cultivation of prospective donors, and fundraising goals
- o Spearhead the annual Turkey Trot and spring fundraiser, DoMore24, and Giving Tuesday
- o Maintain donor database and data entry (DonorPerfect)

Ohio Democratic Party

Field Organizer

June 2020 - November 2020 (6 months)

Cincinnati, Ohio, United States

- o Recruited, trained, and managed teams of hundreds of volunteers and dozens of volunteer leaders to meet voter contact and capacity-building goals
- o Built relationships with local activists and community organizations
- o Utilized digital and social media tools to develop and amplify our virtual organizing program to thousands of supporters
- o Developed a strong out of state volunteer base that grew into over 100 additional volunteers over time
- o Managed a fellowship program that cultivated high school and college students into volunteer and program leaders
- o Completed the second most total DVC shifts in the state with 4,275 by Election Day
- o Managed one of the highest active volunteer numbers in the state having upwards of 200-300 during the last few weeks before Election Day

Biden for President

Field Organizer

July 2019 - June 2020 (1 year)

Cincinnati, Ohio, United States

- o Recruited, trained, and managed hundreds of volunteers on campaign fundamentals and VAN proficiency
- o Utilized social media and community organizing to develop and cultivate an active culture amongst thousands of local supporters
- o Managed a fellowship program that developed dozens of college students into volunteer leads specializing in various areas of field
- o Served as site lead for campaign events and in leadership positions for the New Hampshire, South Carolina, Ohio and Wisconsin primaries and oversaw a Nevada caucus site
- o In New Hampshire, achieved 117% to active volunteer goal in Phase III and met or exceeded volunteer leadership goal in Phase II and III

Hamilton County, Ohio

Office of Budget and Strategic Initiatives Intern

June 2019 - July 2019 (2 months)

Cincinnati, Ohio

- o Performed field audits of County lodging tax receipts and discusses audit findings with the client and budget staff
- o Prepared and maintained various financial, statistical, operational and/or records and reports
- o Served as liaison with County officials, department heads, constituents, attorneys, media and general public
- o Assisted the Budget Director in pursuing special project and initiatives

Cincinnati Bengals

Retail Sales/Warehouse Associate

May 2014 - July 2019 (5 years 3 months)

Cincinnati, Ohio

- o Managed the Club East shop on game days
- o Organized warehouse and store floor inventory
- o Maintained our online inventory database
- o Provided customer service in person and over the phone

ReThink Energy Florida

Development Coordinator

February 2019 - May 2019 (4 months)

Tallahassee, Florida Area

- o Executed annual fundraising plan and strategy for a large, sustained base of annual individual donors
- o Secured, developed and tracked all individual donations and corporate fundraising
- o Conducted analysis on programs to determine outcomes and whether strategies were successful
- o Oversaw organization of special and fundraising events
- o Lobbied for environmental causes at the state capitol

FSU Career Center

Professional Clothing Closet Intern

January 2019 - May 2019 (5 months)

Tallahassee, Florida Area

- o Organize, maintain, and run the professional clothing closet
- o Teach students about professional attire and interview strategies

Andrew Gillum for Governor

Campaign Intern

September 2018 - November 2018 (3 months)

Tallahassee, Florida Area

- o Canvassed and participated in local phone banking
- o Promoted candidate and agenda messaging on social media
- o Maintained donor relations

Aftab For Ohio

Campaign Intern

June 2018 - August 2018 (3 months)

Cincinnati, Ohio

- o Managed projects pertaining to field and political operations (Veteran's Affairs and Healthcare)
- o Canvassed and participated in local phone banking
- o Promoted candidate and agenda messaging on social media
- o Maintained donor relations

Noles for Graham

Campus Lead

March 2018 - August 2018 (6 months)

Tallahassee, Florida Area

- o Lead the official FSU student group for Florida Democratic gubernatorial candidate Gwen Graham

- o Developed schedules, promoted on-campus initiatives, and helped organize student volunteers
- o Promoted candidate, agenda, and event messaging on social media

Billy Casper Golf

Golf Associate/Sales Associate

June 2017 - August 2018 (1 year 3 months)

Cincinnati, Ohio

- o Manage the register and check in tee times
- o Provide customer service over the phone and throughout the course
- o Organize and prepare for large events or outings

Florida State University Student Government Association

Internal Assistant Director

August 2017 - April 2018 (9 months)

Tallahassee, Florida Area

- o Organized the on-campus initiatives of OGA
- o Managed the Noles Engaged in Politics professional development program
- o Represented the student body through developing a legislative agenda
- o Lobbied on behalf of Florida State students at the state capitol

Paramount's Kings Island

Games Sales Associate

May 2015 - July 2015 (3 months)

Mason, Ohio

- o Managed games and attractions in section (Prize Wheel, Rope Ladder, Xtreme SkyFlyer, Slingshot)
- o Broke sales record on Prize Wheel game

Education

Florida State University

Bachelor's Degree, Economics and Political Science · (2016 - 2019)