

Contact

www.linkedin.com/in/brooke-j-541037117 (LinkedIn)

Top Skills

Strategic Planning

Presentation Skills

Program Management

Brooke J.

Seasoned manager with a history of working in government and international development.

Washington, District of Columbia, United States

Summary

Seasoned manager with a history of working in government and international development. Skilled in Policy Analysis, Public Speaking, Politics, Government, and Public Policy. Strong management professional with ability to handle complex processes. Masters of Science focused in Control of Infectious Diseases (International Health Policy) from London School of Hygiene and Tropical Medicine, U. of London and BA in International Relations from Tufts University.

Experience

USDA Foreign Agricultural Service (FAS)

Associate Administrator

August 2021 - Present (2 years)

Washington, District of Columbia, United States

- Manage the Foreign Service arm of the USDA, including 144 Foreign Service officers in 93 countries covering 177 countries and headquarters staff that support them.
- Oversee approx. 400 program staff implementing USDA programs to increase exports of American agricultural products, the McGovern-Dole school feeding program, Food for Progress development program, credit guarantee programs, international fellowship programs including Cochran and Borlaug, and trade capacity building programs that partner with USAID, State Department, and international orgs such as the UN World Food Programme.
- Represent USDA at multiple IPC's, including Global Engagement Strategy, Global Food Security Strategy, and ad hoc international planning for events such as the UN General Assembly and the Africa Leaders' Summit.

- Supervise the communications department and the legislative affairs team.
- Make speeches, sit on panels and act as a spokesperson for USDA in regards to agricultural export and development programs.
- Lead bi-lateral meetings with foreign government officials and international organizations.
- Drive the integration of the Administration's climate change agenda into FAS programming, including the standing up of an International Climate Hub to disseminate climate knowledge.
- Contribute to the Office of the Administrator responsibilities to develop budgets, staffing plans, negotiate with unions, solve problems and manage the flow of information.
- Help coordinate agency planning to address crises such as the Caribbean African swine fever outbreak, commodity shortages due to the Ukraine crisis, Feed the Future, and many others.
- Organize efforts to improve diversity in recruiting and equity in programming.

The Office of Senator Kirsten E. Gillibrand

Legislative Director

January 2007 - July 2021 (14 years 7 months)

Washington D.C. Metro Area

- Directed and oversaw Senator's legislative agenda, including leading negotiations on every major legislative accomplishment for the fourteen years of my tenure.
- Over 14 years, hired, trained, and supervised over 80 legislative staff and fellows.
- Managed the legislative team, covering every policy and regulatory issue, including health, agriculture, nutrition, food safety, trade, transportation, banking, taxes, economic development, judiciary, education, foreign affairs, armed services, environment, and energy.
- Oversaw all aspects of the Senator's work on the Agriculture, Environment and Public Works, and Armed Services Committees.
- Taught staff how to draft legislation and worked with federal and international agencies to address concerns of local businesses & municipalities.

- Managed votes on the floor of the Senate & advised the Senator on parliamentary procedure.
- Approved and edited speeches, talking points, and briefing materials for the Senator.
- Worked with the Communications Director to develop press opportunities.
- Represented the Senator with elected officials, lobbyists, and constituents.
- Worked with the Human Resources Director to develop budgets and manage spending.

Biden-Harris Transition Team

Navigator

December 2020 - February 2021 (3 months)

Washington, District of Columbia, United States

Navigator for USDA Secretary Nominee

- Prepared and staffed USDA Secretary Nominee at meetings with Senators and stakeholders.
- Liaised with the Senate Agriculture Committee to prepare for hearing and confirmation.
- Managed confirmation prep sessions and organized policy team briefings for the Nominee.

Development Alternatives Inc

Project Coordinator

January 2006 - December 2006 (1 year)

Belgrade, Serbia

Development Alternatives, Inc., Belgrade, Serbia

Serbia Contingency Planning & Economic Security Program (SCOPES)

- Contract to assist project management with start-up of five year, \$20 million project.
- Recruited, hired and negotiated terms for consultants and administrative staff.
- Oversaw the opening of two field offices.
- Coordinated, edited and drafted sections of project newsletter and initial Semi-Annual report.
- Represented project to USAID and partner organizations.
- Developed a budget tracking tool and provided funding forecasts to home office.

Serbia Local Government Reform Program (SLGRP)

- Seven month consultant contract to assist with close out of five year, \$30 million project.

- Managed Financial Management team comprised of three staff and several consultants.
- Acted as the Deputy Project Director by managing communications with USAID, approving financial transactions and handling human resource issues.
- Managed project budget for the final three months and made necessary adjustments in order to balance project needs with limited remaining funds.
- Drafted project final reports and semi-annual report for USAID.
- Oversaw and advocated for the development of a Strategic Plan for the City of Belgrade.
- Assisted Project Director in managing inter-team cooperation and human resources.

Oxfam America

Trade Policy Advisor

February 2005 - October 2005 (9 months)

- Developed and implemented advocacy strategies to influence US trade and agriculture policy.
- Lobbied Congress and the Federal government to uphold American WTO commitments.
- Created media and legislative strategies to drive debate on the benefits of reducing agricultural subsidies in order to aid both American and developing country farmers.
- Built and maintained alliances with a wide variety of NGOs and advocacy organizations.
- Drafted press releases and supported media team in the issues of trade, poverty & agriculture.
- Researched and wrote policy briefs.
- Contributed to defining Oxfam's advocacy priorities and plans.

Development Alternatives

Project Associate, Environment and Natural Resource Group

April 2002 - September 2003 (1 year 6 months)

Bethesda, MD

- Managed USAID-funded projects in Afghanistan, Uganda, South Africa, Honduras, Lebanon and the West Bank. Individual project details available upon request.
- Coordinated project financial and contractual needs.
- Developed budgets; reviewed and tracked project finances.

- Assisted in drafting and editing of project work plans and technical reports.
- Traveled to Kampala, Uganda to set up project offices and hire administrative staff.
- Traveled to Beirut, Lebanon to train local staff on company processes.
- Drafted sections and researched background information for funding proposals.

Congressman Brian Baird

Senior Legislative Assistant

January 2001 - April 2002 (1 year 4 months)

Senior Legislative Assistant 01/02 – 04/02

- Supervised and trained four legislative staffers.
- Developed legislative goals and strategy for the Congressman.

Legislative Assistant 01/01 – 01/02

- Advised the Congressman on appropriations, trade, foreign policy and agriculture legislation.

Senator Charles Schumer

Legislative Correspondent/Assistant to the Legislative Director

January 1999 - January 2001 (2 years 1 month)

Education

London School of Hygiene and Tropical Medicine, U. of London
Masters of Science, Control of Infectious Diseases (International Health Policy) · (2003 - 2004)

Tufts University

Bachelor of Arts (B.A.), International Relations and Affairs · (1994 - 1998)