
Katherine A. Swain-Smith

EDUCATION

Harvard University Cambridge, MA
B.A. in Government. Minor in Spanish (GPA: 3.72/4.00) 2015-2019
Graduated Cum Laude. Received Magna Cum Laude on Honors Thesis.

EXPERIENCE

Office of Mayor Martin J. Walsh, City of Boston Boston, MA
Manager of Key Initiatives and Strategic Planning Jul 2020-present

- Coordinate the City of Boston's crisis response across 8 priority work streams, monitor progress to plan, design streamlined processes, such as PPE in-take and distribution, and help teams operationalize new constraints or policies.
- Advise the Chief of Staff's Office and Chief of Equity's Office on daily operations, such as drafting press releases and talking points, managing meeting requests, and producing briefing materials.
- Manage key mayoral initiatives that span across different Cabinets and verticals, most notably police reform efforts, which involved liaising between an 11-member Task Force and community stakeholders over the course of 6 months to deliver historic police reforms, currently being implemented.
- Support the Equity & Inclusion Cabinet's six departments by staffing cabinet meetings and onboarding personnel.

Presidential Public Service Fellowship Boston, MA
Harvard Fellow, Advisor to the Mayor, City of Boston Jul 2019-Jul 2020

- Managed a portfolio of 3-5 projects across the topics of housing, sustainable development, and economic mobility, working directly with Cabinets and Departments to implement policy, evaluate pilots, and coordinate across silos.

Harvard Derek Bok Center for Teaching and Learning Cambridge, MA
Cultural Communication Consultant Sept 2016-May 2019

- Co-led weekly professional communication classes to 10-12 international Harvard graduate students.
- Individually consulted with 3 international graduate students a semester on their English fluency and cultural literacy.

Alliance Consulting Group Boston, MA
Summer Associate Jun-Aug 2018

- Supported a 4-member consultant team on 5 cases across M&A, due diligence, and business strategy categories.
- Analyzed pricing dynamics and growth opportunities for clients ranging from local businesses to Fortune 500 companies by synthesizing consumer surveys, conducting proprietary research, and arranging expert interviews.

Department of Government, Harvard University Cambridge, MA
Research Assistant for Professor Theda Skocpol Jan 2017-Mar 2018

- Coded qualitative archival data spanning 8-10 years on a national political organization's grassroots mobilization in order to identify trends in political organizing and forecast future behavior (final research published in 2020).

U.S. Senator Edward Markey (D-MA) Washington, D.C.
Stanley Miller Fellowship Recipient, Summer Policy Intern Jun-Aug 2017

- Produced concise briefings on Congressional Committee meetings for senior staff, and synthesized the Senator's media coverage in daily news briefs and aggregated the political opinions of his constituents in weekly data visualizations.

LEADERSHIP

Harvard College Democrats Cambridge, MA
Campaign Organizer and Research Lead Sept-Dec 2016

- Organized bi-weekly, 2-hour phone-banks to elect Democratic candidates across the U.S. and co-led 2 canvassing trips.

Institute of Politics, Harvard Kennedy School Cambridge, MA
Outreach Liaison for U.S. Ambassador Wendy Sherman Sept-Dec 2015

- Managed the Ambassador's online outreach and engagement strategy to increase the visibility of the Ambassador's weekly study group at the Kennedy School on negotiations, the Iran Nuclear Deal, and crisis management.

SKILLS AND ACTIVITIES

Skills: Spanish (Advanced), Stata, R Studio, QGIS, Qualtrics Surveys, Canva; process management, strategic communications.

Activities: Remote English Tutor (Jun 2019-Feb 2020), Mentor for Strong Women Strong Girls (Jan-May 2016).

Kathleen Kennedy Townsend is Executive Director, of Retirement for All, an advocacy foundation that supports retirement reform. Previously she was the Director of Retirement Security at the Economic Policy Institute. She Founded the Center for Retirement Security at Georgetown University where she is a Research Professor. She was Chair of the Task Force that created the Secure Choice legislation in Maryland, and now serves on the Board of “Maryland Saves”, implementing that legislation.

She has served with distinction in both the private and public arenas. She was Maryland’s first woman Lt Governor, and served as Deputy Assistant Attorney General of the United States.

Prior to serving at the Department of Justice, Ms. Townsend led the fight to make Maryland the first—and only—state to make service a high school graduation requirement.

She has been a Managing Director of Rock Creek, one of the largest women owned asset management firm in the US, with states, foundation, unions and corporate pension funds for clients and now serves as a Senior Advisor.

She has been a Special Advisor at the Department of State, a Woodrow Wilson Fellow, taught foreign policy at the University of Pennsylvania and the University of Maryland and has been a visiting Fellow at the Kennedy School of Government at Harvard. In the mid-1980s, she founded the Robert F. Kennedy Human Rights Award.

She Chaired the Institute of Human Virology founded by Dr. Robert Gallo, which treats over one million patients in Africa as part of the PEPFAR program, has chaired the Robert Kennedy Memorial served on the Board of Directors of the John F. Kennedy Library Foundation.

She Co-Chairs, along with former Senator Jon Kyl, the Board of Counselors of the School of Civic and Economic Thought and Leadership at Arizona State University. She also serves on the Board of the Pension Rights Center, Center for American Progress, Why We Vac, Lightbridge, and CanAlaska. She Chairs the Innovation in Government Awards, at the Kennedy School, Harvard University. She serves on the Advisory Board of the Voice of the People and the Washington Monthly. Ms. Townsend is also a member of the Council of Foreign Relations and the Inter-American Dialogue. She served as the Vice-Chair of the Future of Science conference held in Venice Italy for over a decade.

She has served on a number of boards including the Export-Import Bank, Johns Hopkins School of Advanced International Studies (SAIS), the Wilderness Society, the Points of Light Foundation, the National Catholic Reporter and the Institute for Women’s Policy Research, the Baltimore Urban League, Sheppard Pratt Health System. She Chaired the Center for Popular Democracy.

An honors graduate of Harvard University, Ms. Townsend received her law degree from the University of New Mexico where she was a member of the law review. She has received fourteen honorary degrees. Ms. Townsend’s book, *Failing America’s Faithful: How Today’s Churches Mixed God with Politics and Lost Their Way* has been published by Warner Books in March 2007.