

QUENTIN R. LIDE

Garrett Park MD | 202.203.8317 | qrlide@gmail.com

[linkedin.com/in/quentinlide](https://www.linkedin.com/in/quentinlide)

International exchange professional with nearly two decades of successful leadership experience and proven ability to design and implement public diplomacy programs for the Bureau of Educational and Cultural Affairs at the US Department of State. Additional expertise in exchange program grant management, staff supervision, event planning, institutional and membership relations, and domestic and international affairs.

AREAS OF EXPERTISE

Exchange Program Development

Grant Revenue and Expense Management

Organizational Vision and Strategic Planning

Alumni Outreach and Fundraising

Partnership Development and Growth

NFP/NGO Office Management

Budget and Financial Oversight

Event Planning

SUMMARY OF PROFESSIONAL EXPERIENCE

Meridian International Center, Washington, DC

Jan. 2018 – present

Lead all financial and administrative functions for a division of a National Programming Agency of the US Department of State (\$12 million/year division with 25+ person staff)

Director of Administration, GlobalConnect Division

- Develop and implement new divisional policies and procedures relating to subaward monitoring, financial reconciliation, and staff management
- Manage staff resource allocation among 80+ separate program grants and agreements
- Lead 2-person grant management team, overseeing compliance with Federal grant guidelines and reporting requirements
- Direct all staff recruitment efforts, interview process, and incoming staff training and orientation (filled up to five positions annually)
- Liaise with Finance Department on program and administrative expense reporting, vendor selection and oversight, and credit card reconciliations for 17 card holders

501c3 Advisors, Washington, DC

2013 – 2017

Advised and supported clients' strategic international public diplomacy program goals and non-profit management needs.

Principal

Clients include: The American Civics Center | Center for Open Data Enterprise | Osgood Center for International Studies | American-Pakistan Foundation | Convergence Center for Policy Resolution | Resource Connections Inc. | College to Congress | New Horizons Supported Services

- Provided strategic communications and marketing services to a new non-profit providing specialized internships in the US Congress for university students
- Designed an inter-parliamentary exchange visit between Pakistan's National Assembly and Senate and the US Congress
- Led office management and administration for a newly formed non-profit organization working to improve open data ecosystems across governmental and science-based organizations
- Managed grant distributions and reporting for 20 non-profit organizations in Maryland supporting social services for persons with disabilities

American Council of Young Political Leaders, Washington, DC

2001 – 2013

Administered annual \$1 million grant for a bilateral exchange program, supported by the Bureau of Educational and Cultural Affairs at the US Department of State, aimed at emphasizing improved mutual understanding and increased awareness of divergent viewpoints.

Chief Operating Officer

2007 – 2013

- Chief liaison to multiple stakeholders and sponsors to facilitate program planning and design (US Department of State, USAID, US Congress, Washington DC-based diplomatic corps, think-tanks, foundations, universities, ACYPL Trustees and alumni, and international partner non-governmental organizations)
- Led Human Resources and Finance departments, overseeing all activities related to payroll, staffing, vendor management, legal counsel, and office administration (\$600,000 annual budgets)
- Directed revenues/expenses and operational budgets, daily financial oversight, and periodic reporting to the Board of Trustees and independent auditors (\$2 million annual budgets)
- Wrote over a dozen successful grant proposals that produced over \$11 million in program support (2001– 2012)
- Developed and implemented new grant report tracking procedures to effectively ensure compliance with funder guidelines

Director of Programs

2001 – 2007

- Led 6-member program team, overseeing all international bilateral exchanges and special projects (+\$1.5 million annual operating budget)
- Oversaw the development of more than 30 J-1 visa international bilateral exchange programs annually, with 25+ countries and regions, (350 exchanges with 2,000 international and domestic delegates between 2001– 2013)
- Designed and implemented over a dozen new specialized public diplomacy program initiatives (Cairo University Model American Congress Program, US-Egypt Parliamentary Exchange, US Election Study Programs, US House Democracy Assistance Commission, Pakistan Fellows Program)

ADDITIONAL WORK EXPERIENCE

OSCE International Election Monitor (present)
 Congress-Bundestag Youth/YES/FLEX Program Facilitator
 The Washington Center, Director of Congressional Programs
 US House of Representatives, Legislative Assistant
 US Senate Campaign, Media Advisor
 UK Parliament, Research Assistant
 Children’s Defense Fund, Development Associate

COMPUTER SKILLS

Microsoft Office Suite
 Google Applications
 Salesforce
 QuickBooks Accounting System
 VendorRisk

EDUCATION

MA Area Studies (US) University of London: Institute of US Studies
 BA Political Science Boston University: College of Liberal Arts

Dual Citizenship - US/UK