

Michael R. Graf

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CAPABILITIES

15 years of professional experience in public diplomacy, problem solving, exchange program management, grant management, event coordination, fundraising development, budget development, company representative for sponsored programs with the U.S. Department of State, and emerging market consulting in the international private and governmental sector exchanges. Able to prioritize and thrive in dynamic work environments while adjusting to shifting objectives and personnel challenges to promote peer to peer exchanges.

EXPERIENCE

Northern Nevada International Center, University of Nevada, Reno – Reno, NV

November 2015 - Present

Program Manager, International Exchange Programs

- Principle manager of the US Department of State's Public Diplomacy Exchange Programs for the organization. Lead Manager/Reno Ambassador for the US Department of State's International Visitor Program for Northern Nevada.
- Creator of the Judge Flanagan Judicial Scholarship Endowment for IVLP Alumni in partnership with the National Judicial College
- Lead manager on development strategy and fundraising events, increased organization funds raised each year by 10%+ since 2012 with the Global Gala fundraising event.
- Serves Executive Director as interim director role for other organizational divisions. Supervises six exchange staff and four interns daily.
- Website and organizational brand content creator
- Microsoft Office 365 IT administrator for the organization
- Fulbright Gateway Coordinator, Annual Gateway Event, University of Nevada, Reno since 2012.

Northern Nevada International Center - Reno, NV

Chief Innovation Officer (Business Development)

September 2012 -December 2014

- Increased number of professional exchange programs through development of a streamlined proposal writing process for U.S. Department of State exchange programs and grants.
- Planned, marketed and organized two annual Global Gala fundraisers with highest yields of funds raised in organization's history.
- Organized and marketed inaugural Northern Nevada diplomatic dinner for Nevada's Honorary Consular Corps for statewide economic business leaders.
- Developed advertising and marketing campaign for the Language Bank division increasing new client acquisition and revenue.

- Lead and developed strategic marketing and strategic planning sessions to increase local interlocutor resource cultivation
- Create website and media templates, drafted and provide online content for website content management system and Facebook social media for NNIC programs.
- Supervised and instructed five interns and dozens of volunteers each semester while managing several professional U.S. government exchange programs.

Global South Group – Abuja FCT, Nigeria December 2011- August 2012

Program Manager and Political Consultant for Nigerian Customs Service (NCS)

- Managed \$6 million budget and oversaw eight senior technical customs consultants and 15 Nigeria Customs Service officers for strategic planning, program supervision, logistics, MS Office training and budget oversight of the Zuma2-13 Customs Modernization Program.
- Developed program/project timelines, slideshows and deliverables for four Customs Modernization projects: Single Window, Information and Communications Technology (ICT), Human Resources and Border Management Strategy.
- Designed ten, six week long, Customs Capacity Building Modules and curriculum for 600 NCS Officers.
- Edited, wrote and proofread two bimonthly Zuma 2-13 Customs Program newsletters.
- Managed international travel, hotel, and transportation logistics for program teams
- Implemented \$15,000 website development, contract negotiations, vendor selection and content/copy sourcing for Abuja GIS Agency (AGIS) and Global South Group, total budget \$25,000 US

EastWest Institute – Washington, District of Columbia

Pro Bono Academic Consultant

March 2011 – December 2011

- Communicated, advocated, and networked with U.S. Trade Representatives, professionals, and congressional staffers on issues concerning EastWest Institute's foreign policy based research initiatives; particularly U.S. – Russia trade and reset relations surrounding the Magnitsky Act prior to its passage in 2012.
- Researched, drafted and edited weekly report briefs to senior EWI staff stemming from multiple sources of information e.g. Congressional legislation, policy reports, and media releases.

Institute of International Education-Washington, District of Columbia Council for International Exchange of Scholars (CIES)

Assistant Director, Fulbright Global Initiatives Unit, October 2009- February 2011

- Managed \$10 million, 11 US State Dept. ECA grant program portfolio, represented CIES support and marketing per grant deliverables.
- Managed CIES staff working on grant application workload of the Fulbright Specialist, New Century Scholars, Scholar in Residence, Fulbright Enrichment, Education Administrators Seminars, and the Interfaith Collaborative programs and their respective grant fund administration.
- Provided leadership and communication for the program unit internally and externally, supervised six staff, two interns and volunteer recruitment; delegated tasks within the unit; and established a team approach to work within the organization in grant administration.
- Monitored appropriate U.S. Department of State program compliance controls, communication policies, and assessed improvement for potential in program related business processes.
- Incubated and drafted program budgets, timelines, and program structure for new Fulbright Scholar Programs at CIES such as the Fulbright Nexus and Enrichment Programs.
- Established and achieved recruitment priorities of U.S. and visiting Fulbright scholars and participating higher education institutions to identify synergies between Fulbright programs including peer panel scoring and review of applications for all managed programs.

- Created program structure, timelines, marketing plans, and program budgets for new Fulbright Nehru India International Education Administrators program.

Institute of International Education (IIE) - Professional and Global Exchanges Division

Program Manager, International Visitor Leadership Programs April 2009 –October 2009

- Designed, researched and implemented 10 exchange programs for foreign diplomats, professionals and specialists participating in the U.S. Department of State’s International Visitor Leadership Program.
- Managed internal and external communications, volunteer recruitment, logistics, and scheduling with federal interlocutors as well as financial, budgetary, travel and database program components.
- Developed and maintained relationship with federal and state government agencies, the military, and private volunteer organizations as well as other international and nongovernmental organizations.

Rotary Ambassadorial Scholar - Cairo, Egypt

August 2008 – February 2009

- Represented Rotary International as a Cultural Ambassador of the United States for U.S. – Egyptian relations while attending the American University in Cairo’s Intensive Arabic Language Institute (ALI)

Northern Nevada International Center, Reno, NV

Program Coordinator, 2006 – 2008

- Coordinated International Visitor Leadership Program, Community Connections and Open World Programs for the organization.
- Model United Nations of the Far West Conference, 2nd Committee Chairman
- Model United Nations Advisor to undergraduate University of Nevada, Reno delegation to the American University in Cairo conference, March 2008

AFFILIATIONS AND SPECIAL ACTIONS

- U.S. Global Leadership Coalition (USGLC), Nevada Delegation Member and Advocate
- Free and Accepted Masons, Fraternity Lodge 54, George Washington University, Washington, D.C.
- Global Ties U.S. – International Visitor Resource Center Website Development Team Member
- Personal Host to Polish First Lady Agata Kornhauser- Duda to Reno- June 2019

EDUCATION

University of Nevada, Reno, Department of Political Science – Reno, NV

Masters of Arts in International Relations degree candidate; anticipated completion May 2022

University of Nevada, Reno – Extended Studies – Certificate in Public Finance, February 2018

University of Maryland University College, Delphi, MD – August 2011 – May 2012

16 credits of Graduate Level Courses on Intelligence Management

USDA Graduate School Washington, District of Columbia Proofreading Certificate, October 2010

American University in Cairo - Cairo, Egypt

Fall 2008 Arabic Language Institute – Intensive Arabic Instruction

University of Nevada, Reno

August 2007 B.A. International Affairs, Economics Minor, plus 108 credits in Electrical Engineering.