

Dalya F. Massachi

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SUMMARY: Over 17 years of professional experience in writing and editing for community-oriented organizations; group training and one-on-one writing coaching; fund development and management; independent journalism; and online and offline research. Highly knowledgeable on cross-cultural, gender, and other social issues.

ORGANIZATIONAL WRITING/EDITING/MANAGEMENT

2009

Author, *Writing to Make a Difference: 25 Powerful Techniques to Boost Your Community Impact*

- Publish 350-page how-to book for professionals and volunteers in community-oriented organizations
- Plan and implement all book promotion and marketing, with assistance from interns

1999-present
Oakland, CA

Communications and Fundraising Consultant (DBA: Writing for Community Success)

- For various nonprofit, foundation, small business and other organizational clients: write, edit, and/or proofread their publications, websites, grant proposals, and/or other collateral materials
- Conduct customized writing workshops specifically for community organizations and conferences across the country (see attached list)
- Provide one-on-one writing coaching for individuals within the community-benefit sector
- Publish newsletter, tip sheets, company website: www.dfmassachi.net

2000-2004
Oakland, CA

Founding Executive Director, Bay Area International Development Organizations (BAIDO)

- Developed program plans and budgets, including 3-year strategic plan
- Oversaw website, e-newsletter, brochure, flyer, and video creation and production
- Performed and/or directed local and national outreach and marketing to individuals, organizations, and media
- Managed all aspects of fundraising
- Represented organization at public forums
- Managed Board of Directors
- Developed and managed all organizational structures and processes
- Coordinated and/or oversaw public events and meetings
- Supervised and trained assistant, scores of volunteers
- Managed member and community relationships

1997 – 1999
San Francisco, CA

Grants and Corporate Funding Manager, Equal Rights Advocates

- Researched, planned, wrote, and tracked all foundation and corporate grant proposals, activity reports, and event solicitations for \$1.2 million nonprofit organization
- Wrote and edited extensively for quarterly newsletter, Annual Report, website and other marketing materials

- Summer 1996
Ciudad Colon,
Costa Rica
- Graduate Assistant, Feminist International Radio Endeavor**
- Co-edited 300+-page book, *Women's Voices on FIRE* (2000)
 - Hosted live and pre-recorded radio productions
- 1995-1997
Athens, OH
- Editor, Appalachian Access AmeriCorps**
- Wrote, designed, and produced monthly newsletter for local arm of federal program
 - Assisted with reports, volunteer coordination, office management
- 1994-1995
Boston, MA
- Development Assistant, Park Square Advocates**
- Wrote/edited funder correspondence, grant proposals, and newsletter articles for New England-wide civil rights law firm
 - Maintained donor database
- 1993-1994
Cambridge, MA
- Editorial Consultant, University Conversion Project**
- Co-edited *Guide to Uncovering the Right on Campus* [excerpted in *Eyes Right!*, South End Press, 1995]. Involved in promotion via press releases, press conference, etc.
 - Researched, solicited, wrote, copyedited and/or proofread informational, promotional materials such as newsletters, brochures, flyers, grant proposals
- 1993-1995
Cambridge, MA
- Founder/Coordinator, Women's International/Intercultural Group**
- For growing discussion group focusing on women's cross-cultural exchange, planned and implemented outreach, programming, and organizational development
- Fall 1993
Boston, MA
- Program Assistant, Oxfam America**
- Coordinated, via team, Fast for a World Harvest (national fundraising and educational campaign)
- 1988-1989
UNC-Chapel Hill
- Co-chair, Hunger Action Committee**
- Managed 15 student members; responsible for meeting facilitation, programming, publicity, and event coordination

INDEPENDENT JOURNALISM

- 1993-present
various locations
- Independent Journalist**
- Author regular online columns: "Writer's Block" on OpportunityKnocks.org (2007-present) and "Write Right with Dalya" on Idealist.org (2006)
 - Research and write opinion pieces, features, news, profiles, reviews for national, regional and local magazines, newspapers, and websites
 - Sample media outlets: *Development Education Journal*, *National Business Employment Weekly* (College Supplement), *Boston Globe*; *Connections Magazine* (Golden Gate University), *The Oakland Tribune*, *Workforce Diversity*; *The Diversity Factor*; *Boston Book Review*; *Sojourner*; *Young Children*; *Somerville Journal*
 - Co-produced occasional radio programs with National Radio Project's Women's Desk
- 1997-1998
Columbus, OH
- Opinion Columnist, *The Columbus Dispatch***
- Wrote opinion column on current international, intercultural, gender issues (1-2 times per month)
- 1995, 1996
Athens, OH and
Cambridge, MA
- Co-host/Producer, local radio stations**
- Scripted, recorded, and edited 7-minute radio feature entitled "Women's Voices From Around the World" [aired on Women's International News Gathering Service]
 - Researched and interviewed guests on live radio concerning women's public affairs

Spring 1995
Boston, MA **Editorial Intern, *WorldTimes***
• Wrote and proofread for international newspaper

Summer 1994
Somerville, MA **Editorial Assistant for local author**
• Provided editorial input to 400-page book manuscript, *Making a Living While Making a Difference* (1995, Bantam)

1992-1995
Somerville, MA **Editorial Collective Member, *Dollars & Sense Magazine***
• Wrote and proofread articles, via team, for national popular economics bimonthly

EDUCATION

June 1997
Ohio University M.A.: International Affairs (Communication & International Development)
Specializations: print/radio journalism; gender studies; Latin America

Summer 1995
Quetzaltenango,
Guatemala Intermediate/Advanced level Spanish
Centro Maya de Idiomas, cooperatively run language school

April 1992
University of
North Carolina,
Chapel Hill B.A.: International Studies (with honors); Certificate: Women's Studies
Specializations: economics, developing countries

OTHER EXPERIENCE

1990s
Various locations Tutor in English as a Second Language

Summer 1989
Ivory Coast Cultural exchange volunteer, Operation Crossroads Africa

PROFESSIONAL MEMBERSHIPS/RECOGNITION

- Member, Advisory Board, Social Sector Leadership Certificate Program, John F. Kennedy University (2008-present)
- Member, Board of Directors, Bay Area International Development Organizations (2004-2008)
- Member, Young Nonprofit Professionals Network (1997-present)
- *Marquis Who's Who in America* (2004-present)

OTHER LANGUAGES

- Spanish (conversational)
- French (reading)

REFERENCES Available on request

SPEAKING EXPERIENCE

Since 2002, I have taught writing techniques to well over 1,000 workshop participants across the U.S. This work has included scores of sessions in partnership with a variety of community organizations and universities, as well as online. In addition, I have been a panelist and resident consultant at several local, regional and national meetings and conferences. Examples from 2005 - 2009 include:

Public Workshops/Apearances

American Humanics national conference (twice)
Association of Fundraising Professionals –Golden Gate chapter
Association of Fundraising Professionals-Wine Country Chapter
Association of Lutheran Development Executives-Denver
Bay Area BusinessWoman’s Expo
Bay Area International Development Organizations
(several times)
Center for Nonprofit Advancement (Washington, DC)
Center for Volunteer and Nonprofit Leadership of Marin (twice)
CompassPoint Nonprofit Services (several times)
Craigslisr Foundation Boot Camp (several times)
Denver Public Library
East Bay CBO Center (several times)
Fair Trade Federation national conference
Foundation Center (different cities)
Media Alliance (several times)
National Council of Nonprofit Organizations/
Nonprofit Congress
Oakland Chamber of Commerce Nonprofit Roundtable
Opportunity Knocks Career Conference (Atlanta)
Rotary Club of El Sobrante
San Francisco Arts & Media Expo (three times)
Santa Cruz County Community Foundation
Silicon Networks Nonprofit Conference (Oakland)
Silicon Networks Small Business Conference (Oakland)

SPIN Academy (several times)
Women’s Funding Network national conference
Young Nonprofit Professionals Network

Private Workshops

Fund for International Nonprofit
Development (three times)
Insight Center for Community Economic
Development
Male Contraceptive Resource Center
National Council on Crime and Delinquency
Sports4Kids
Tides Center

Universities

California State University-East Bay
Kennesaw State University
San Francisco State University –
Dept. of Social Work
University of California-Berkeley
Career Week
University of California-Berkeley -
Peace Studies Dept.

**Several online workshops, teleseminars,
and webinars**