

# Dalya F. Massachi

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**SUMMARY:** Extensive experience in writing and editing for community organizations; training; fund development and management; independent journalism; and online and offline research. Highly knowledgeable on cross-cultural and gender issues.

## ORGANIZATIONAL WRITING/EDITING/MANAGEMENT

1999-present  
Oakland, CA      **Communications and Fundraising Consultant (DBA: Writing for Community Success)**

- For various nonprofit, foundation and small business clients: write, edit, proofread their publications, websites, grant proposals, and/or other collateral materials
- Conduct customized writing workshops specifically for community organizations and conferences
- Provide one-on-one writing coaching for individuals within the community sector

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**
- Research and write op-ed pieces, features, news, profiles, reviews for national, regional and local magazines, newspapers, and websites (specializations: intercultural and gender issues)
  - 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-produce occasional radio programs with National Radio Project's Women's Desk
- 1997-1998  
Columbus, OH
- Opinion Columnist, *The Columbus Dispatch***
- Wrote 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 programs 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      **Editorial Collective Member, *Dollars & Sense Magazine***  
Somerville, MA      • Wrote and proofread articles, via team, for national popular economics bimonthly

## **EDUCATION**

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

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

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

## **OTHER EXPERIENCE**

Spring 1997      Guest speaker/trainer, Ohio University  
Athens, OH      Topics: Latin America; Internet Use

1990s      Tutor in English as a Second Language  
Various locations

Summer 1989      Cultural exchange volunteer, Operation Crossroads Africa  
Ivory Coast

## **COMPUTER SKILLS**

- All office software
- Internet research
- Web design
- Databases
- Spreadsheets
- PowerPoint

## **RECOGNITION / PROFESSIONAL MEMBERSHIPS**

- *Marquis Who's Who in America* (2004-present)
- *Marquis Who's Who of American Women* (2005-present)
- *Madison's Who's Who* (2005-present)
- Member, Board of Directors, Bay Area International Development Organizations (2004-present)
- Member, Young Nonprofit Professionals Network (1997-present)

## **OTHER LANGUAGES**

- Spanish (conversational)
- French (reading)

**REFERENCES**      Available on request