6750 School Street, Unit 201 Windsor Heights, IA 50324 (515) 419-1151 / jljones2@gmail.com

EXPERIENCE:

Aug 2016-present

Executive Director

The Harkin Institute for Public Policy & Citizen Engagement, Des Moines, IA

- Serve as nonpartisan leader and national voice on public policy issues relating to persons with disabilities, wellness and nutrition, retirement security, labor and employment
- Develop, implement and sustain the institute's strategic vision, programming, research, education and financial health, including pursuing grants, widening and maintaining positive relationships with donors and other revenue-raising initiatives
- Establish and maintain strong connections and collaborations with major state and national figures and stakeholder organizations
- Measure and evaluate the institute's outcomes to continually improve and enhance its programs and follow its mission
- Recruit, develop and lead a strong support staff and National Advisory Council

Dec 2013-Jul 2016

Senior Vice President for Government Relations and Public Policy

The Greater Des Moines Partnership, Des Moines, IA

- Planned, directed and coordinated activities and interactions with federal, state, and local elected officials and staff
- Executed programs and managed budgets for the Government Relations and Public Policy activities
- Researched and developed policy statements and action plans
- Served as the principal lobbyist and advocate for public policy

Mar 2011-Nov 2013

Legislative Assistant

Office of United States Senator Tom Harkin, Washington, DC

- Advised senior senator on policy pertaining to military, homeland security, veterans, housing, economic development, trade and business issues
- Advised senior committee member on defense, transportation, housing, homeland security, military construction, and legislative branch appropriations
- Liaised with federal agencies and lowa government
- Served as point of contact for lowa chambers of commerce and businesses
- Collaborated to develop outreach strategies to targeted communities

Jan 2008-Aug 2012

Adjunct Instructor

Des Moines Area Community College, Des Moines, IA

 Teach political science classes including Introduction to Public Administration, American National Government, and International Relations

Dec 2006-Mar 2011

Director of Governmental Affairs

Iowa Finance Authority, Des Moines, IA

- Served as representative to state and federal officials, local communities and nonprofit organizations
- Administered executive and legislative programs
- Reviewed and provided analysis of federal, state and local programs and policies to ensure collaboration and most efficient and effective use of funds
- Monitored legislative programs in other states to determine best practices
- Assisted in drafting legislation, budget offers and administrative rules
- Oversaw communication and marketing efforts

- Managed energy efficiency loan program and energy partnerships
- Created monthly, quarterly and annual reports on program results and critical issues for the legislature, Office of the Governor and stakeholders

Jul 2008-Nov 2008

Political Director

Obama for America - Iowa Campaign for Change, Des Moines, IA

- Worked with State Director to implement campaign strategies
- Coordinated efforts with each campaign department; and other campaigns
- Liaised with and staffed federal and statewide elected officials, and labor
- Reviewed and approved surrogate briefs

Oct 2005-Dec 2006

Senior Communications Specialist

Office of the Governor and Lieutenant Governor, Des Moines, IA

- Organized Lieutenant Governor's public events and media time
- Wrote speeches, columns, releases, advisories, proclamations, and newsletters; briefed principals for press conferences; tracked media coverage of policy initiatives; and wrote summaries and talking points of policy initiatives
- Organized statewide tours for Lieutenant Governor

Feb 2005-Oct 2005

Chief of Staff/Education Coordinator

Creative Visions Human Development Institute, Des Moines, IA

- Managed professional and paraprofessional staff of fifteen
- Designed and delivered staff development and training
- Assisted in grant writing and direct mail fundraising campaign
- Liaised with community partners

Mar 2003-Dec 2004

Political Director/Voter Services Director

Iowa Democratic Party, Des Moines, IA

- Served as Iowa Base Vote Director for Kerry/Edwards campaign
- Organized and responsible for county, district, state, and national conventions
- Organized, wrote and implemented constituency outreach programs
- Developed voter education programs for students and civic organizations

Jul 2001-Mar 2003

Management Analyst II

State of Georgia Department of Audits and Accounts, Atlanta, GA

- Conducted performance audits and program evaluations of state agencies and multi-million dollar programs
- Performed independent assessment of government organization and functions
- Created written reports for the General Assembly to improve accountability
- Evaluated government agencies and programs for managerial and fiscal efficiency

EDUCATION:

Master of Public Administration

Drake University, Des Moines, IA Emphasis: Public Policy

Bachelor of Business Administration

Loyola University New Orleans, New Orleans, LA Major: Economics

Graduate

Air Command and Staff College, Capitol Hill Seminar

ACTIVITIES:

Trustee, American Council of Young Political Leaders (ACYPL)

Commissioner, City of Windsor Heights Planning and Zoning Commission

Director, Greater Des Moines Habitat for Humanity Board

Fellow, Truman National Security Project

Director, Iowa Association of Business and Industry (ABI) Foundation Board

Board Chair and Industry Advisor, Business Horizons Senior Counselor, Louisiana Association of Student Councils

HONORS:

2014 Distinguished MPA Alumnus Award, Drake University and Pi Alpha Alpha

National Security Seminar, US Army War College 2009 Des Moines Business Record's Forty Under 40

Pi Alpha Alpha (National Honor Society for Public Affairs and Administration)

Leadership Iowa Class of 2006-2007

Golden Dome Lieutenant Governor's Volunteer of the Year Award