


# Emma L. Forman

 (908) 917-8905



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[EmmalForman.com](http://EmmalForman.com)

## Education

### Masters of Science, Nonprofit Management

May 2022

Northeastern University, Boston, MA

## Professional Experience

### Program Specialist

2022 - 2023

Trauma Research Foundation

Brookline, MA

- Assisted in managing the Trauma Research Foundation's premier graduate-level online course, the Traumatic Stress Studies Certificate Program, curated by Dr. Bessel van der Kolk; grew annual enrollment by 41% from 630 students in 2022 to 1,516 students in 2023; and increased annual revenue by 70% from \$544,000 in February 2023 to \$773,000 in August 2023.
- Created a robust and equitable process for evaluating over 4,000 annual course scholarship requests with priority given to individuals from less developed countries and BIPOC students.
- Successfully partnered with the Foundation's external marketing firm to redesign and enhance email communications to the Foundation's 80,000+ community members.
- Formalized processes for the quarterly free virtual book club program, including liaising with notable authors and diverse, global community members; moderating live discussions; and marketing virtual events; grew participation to reach 6,000 community members globally per year.

### Program Associate

2018 - 2022

Trefler Foundation

Newton, MA

- Initiated, managed, and nurtured both new and long-standing relationships with key external nonprofit and philanthropic partners.
- Led team-wide RFP development and design, including developing proposal guidelines and application materials; reviewing and analyzing submitted proposals; conducting due diligence; making recommendations; tracking and supporting evaluation of funded projects; providing ongoing communication and support to grant recipients and partner organizations using Foundant CRM software.
- Supported leadership in determining, monitoring, and qualifying current trends in the local philanthropic sector and their potential to inspire new grantmaking initiatives and to influence the direction of Foundation partnerships and connections.
- Executed the Foundation's communications and social media strategy to present an exciting, clear, and consistent narrative across all social and online platforms in collaboration with the Foundation President and internal stakeholders.
- Strengthened the Foundation's reputation in all communication avenues, including social media, email newsletters, and website presence, by showcasing organizational milestones and progress, promoting key initiatives and partnerships, and increasing awareness of the Foundation's work among target audiences.

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## Administrative Associate III

**2016 - 2018**

*Institute for Professionalism & Ethical Practice at Boston Children's Hospital*

Boston, MA

- Meticulously researched grants and funding opportunities aligned with the Institute's mission and expectations for expansion.
- Assisted in organizing and scheduling 30 educational workshops, conferences, seminars, and other department-sponsored events per year by receiving and recording registration forms and fees, ordering supplies and services, and promptly addressing inquiries.
- Assisted with planning and facilitating up to 4 special events per year, such as multi-institutional meetings, guest speaker visits, and social events.
- Carefully maintained the Institute's website with attention to voice and presentation, as well as assisted in website redesign conceptualization, development, and launch.
- Responsible for daily scheduling of appointments and meetings by reserving meeting locations, creating agendas, setting up conference calls, and preparing materials.
- Expertly maintained confidential files, records, and databases, including compiling and distributing reports.

## Writing Consultant

**August 2014-August 2016**

Eastern Florida State College

Melbourne, FL

- Educated undergraduate students in methods of improving written work across all academic disciplines.
- Designed, developed, and facilitated multiple classroom presentations per semester concerning diverse aspects of academic writing, typically addressing more than 20 students per session.
- Conceptualized and implemented three unique promotional events per semester to enhance the Writing Center's reputation among the student and faculty population.
- Established the Writing Center's social media presence with the goal of improving student and faculty awareness of events and academic resources.

## Program Intern

**September 2012-December 2012**

Machick

Washington, D.C.

Machik is a small non-profit organization that builds communities in Tibet through innovative projects focused on grassroots-level communication, education, and empowerment.

- Helped conceptualize a number of social service programs implemented in Tibet, including women's initiatives, social entrepreneurship, education, and healthcare.
- Assisted with planning, implementation, and management of the nonprofit's annual three-day Machik Weekend conference regarding fundraising and organization mission awareness. Event participation exceeded expectations, with over 200 attendees and 37 presenters.
- Maintained constant contact and communication with conference participants, volunteers, and attendees via email and phone correspondence prior to the event.

## Additional Skills

Salesforce • DropBox • WordPress • Canva • HTML & CSS • Copy Writing • SEO & SEM • MailChimp • Canva • ConstantContact • HootSuite • Google Analytics, Trends & Ads • HubSpot • Adobe Suite