

## ALEXANDRA COUGHLIN

[alexandracoughlin1@gmail.com](mailto:alexandracoughlin1@gmail.com)

### PROFESSIONAL EXPERIENCE:

2023 – Present      **FREELANCE**      Remote  
*Project Manager*

Project manager for NAEYC (National Association for the Education of Young Children), a DC-based nonprofit promoting high-quality learning by connecting practice, policy, and research.

- Efficiently and precisely process expense reports for the organization in Sage Intacct financial system, coordinating with the Director of Finance.
- Create and manage an interim travel booking process for 50+ individuals for higher education accreditation including expense reporting processes.
- Serve as Executive Assistant for the CEO and three other members of the Executive Team - calendar management, expense reporting, travel arrangement, and event coordination.

#### *Project Assistant*

Support Assistant Professor Alissa M. Kleinnijenhuis, PhD. in her academic and professional work. This includes the support of her novel Climate Finance course at Cornell University as well as her research focused on financing the transition to clean energy via “[The Great Carbon Arbitrage](#)” and “[The Economic Case for Climate Finance at Scale](#)”

- Support conference planning
- Support logistics around organizing guest lectures with high-profile scientists and economists in the field such as [Allison Herron Lee](#), [Frédéric Samama](#), [Professor Timothy Lenton](#). As well as class projects with institutions such as the International Monetary Fund, BlackRock, and NY Climate Exchange.
- Manage academic calendar and strategy implementation of Professor Kleinnijenhuis’ research agenda.

#### *ESG Reporting Consultant*

Collaborating with an established sustainability consultant with their primary client, a large global media company based in Europe. As ESG reporting consultant, I have first hand experience working on a variety of sustainability frameworks and disclosures for sustainability compliance.

- Managed complex data collection and analysis processes across 29 countries and 65 subsidiaries and affiliates for BCorp certification, Carbon Disclosure Project (CDP) and S&P Global disclosures.
- Created a business development system, sales cultivation, and CRM system set up for a client’s new sustainability consulting firm.
- Managed social media strategy for a new consulting firm including the design and creation of content.

2020 – Present      **MASSACHUSETTS OYSTER PROJECT**      Boston, MA  
*Board of Directors (2020 - Present)*

Massachusetts Oyster Project is a grassroots nonprofit working to strengthen the coastal environment by restoring native shellfish populations to beaches and coastal estuaries. As a working volunteer board member, I served as the development committee chair and on the executive committee from 2020 - 2022 and from 2024 - present.

#### **Board of Directors**

- Redesigned and relaunched the restaurant-based oyster shell recycling program which has saved over 92 tons of oyster shells from the waste stream and are instead used as habitat for juvenile oysters.
- Created an annual fundraising plan which included 100% board fundraising for the first time in the organization’s ten year history.
- Responsible for raising over 125,000 USD during my tenure, increasing our operating budget by 150%, through a diversified funding stream of corporate donors and partnerships, events, and grants.

2018 – 2022

**GREENLIGHT FUND**

Boston, MA

*Strategic Support Manager (2022 - 2022)*

*Senior Executive Associate and Board Liaison (2020-2022)*

*Executive Assistant (2018 - 2020)*

GreenLight Fund is a national venture philanthropy organization that utilizes a community-driven process to import high-impact nonprofits to communities where they can do the most good. As part of GreenLight's executive office, I supported the CEO and the broader management team along with the Board of Directors, in order to scale the organization across the US.

**Strategic and Operational Support, Executive Office**

- Co-developed and created the organization's first board manual to ensure proper governance. This document was used to efficiently onboard 9 new Board Members.
- Served as a member of the COVID-19 task force to create complex organization-wide policies for our operations across different cities with differing local policies to support the organization's operational health and the health of its employees during the global pandemic.
- Co-created the organization's strategic plan for 2021 - 2024 which supported the organization's growth to three new sites and the investment in 10 new programs.
- Drove the development and use of a new software to manage the implementation of our strategic plan across our 12 sites and the national office.
- Served as staff liaison with the Board of Directors, attending and recording minutes, preparing logistics including the creation of the quarterly board books, and onboarding of new board members to the organization.

**Special Projects**

- Co-created GreenLight's Racial Equity Statement with a racially diverse and cross-level team, involving the approval of the Board of Directors, ultimately earning the approval from the entire 45-person staff.
- Led research of local green job market with a particular focus on the burgeoning wind energy market in Massachusetts/Boston area, which ultimately led to the City of Boston investing in a nonprofit to train city workers for green careers.
- Co-created GreenLight's Brand Management Guide in collaboration with a cross-level/functional team in order to create brand alignment around our growing organization.
- Experienced due diligence process by observing one of our site's due diligence processes when choosing a new nonprofit organization to invest in.

2016 – 2020

**BIG DIPPER HOSPITALITY GROUP**

Cambridge, MA

*Front of House Manager (2016 – 2020)*

*Server (2015 – 2016)*

Big Dipper Hospitality Group is an award-winning, independent family-owned restaurant group comprising five restaurants. I was a front of house manager for their beloved State Park concept, with fine dining and dive bar-influenced food with an inventive cocktail bar.

**Front of House Manager**

- Led and managed a team of 25 front of house staff members to provide fine-dining inspired service.
- Drove implementation of two new software platforms (scheduling and a point-of-sale system) in collaboration with the back of house team and external vendors including training a total staff of 35,
- Inspired team members to incorporate sustainable restaurant practices such as recycling, composting, and avoiding waste into our daily processes.
- Led educational programming around wine, beer, and spirits as well as local sourcing and cooking techniques.
- Revamped organizational policies and procedures in collaboration with the ownership team

2015 – 2016      **PLYMOUTH FARMERS' MARKET**      Plymouth, MA  
*Operations / Outreach Manager*

Plymouth Farmers' Market is a weekly regional farmers' market which hosts 45+ vendors with 3 weekly programs (cooking demonstration, community partners tabling, and musical entertainment with a strong focus on organic farmers).

- Increased foot traffic by 35% with creative marketing campaigns and redesign of market layout to enhance customer experience
- Recruited high value vendors through business development best practices
- Revamped and managed all programming (Culinary Insights, Community Partners, Music)
- Built relationships with market vendors to facilitate their needs in the business setting

2012 – 2015      **CROW FARM**      Cape Cod, MA  
*Vendor Manager / Outreach and Social Media Manager*

Crow Farm is a 100-year old multigenerational family farm and focuses on growing fruit, vegetables, and flowers. In the past 5 years, they have transitioned to being primarily a pick your own apple orchard.

- Created a web presence and high quality content for a website and Facebook business page (9.4k likes, 10k followers) for outreach efforts to engage the local community.
- Led and managed farmers' markets by providing customers with excellent service and creative display of inventory
- Farm hand work included planting, pruning, weeding, harvesting, processing.

## CERTIFICATIONS:

April 2024      **SUSTAINABILITY CONSULTING ACCELERATOR**  
*One Point Five*  
***Skills:*** Environmental, Social, and Governance (ESG) · Sustainability Strategy and Reporting · Greenhouse Gas Accounting

June 2023      **ESG FUNDAMENTALS: MASTERING ESG REPORTING, COMPLIANCE AND GHG ACCOUNTING**  
*Empower Element*  
***Skills:*** Environmental, Social, and Governance (ESG) · Task Force on Climate-Related Financial Disclosures (TCFD) · Greenhouse Gas Accounting

## VOLUNTEER EXPERIENCE:

2020 – Present      **MASSACHUSETTS OYSTER PROJECT**      Boston, MA  
*Board Member and Development Committee Chair (2020 - present)*

2020      **EASTIE FARM MUTUAL AID**      Boston, MA  
*COVID-19 neighborhood support of immigrant families through meal delivery*

2014      **INTERNATIONAL INSTITUTE OF NEW ENGLAND**      Lowell, MA  
*Volunteer*

- Tutored English language to refugees from the Democratic Republic of Congo, Syria, Iraq, and Afghanistan.

## EDUCATION:

**M.A, Leadership & Organization for Sustainability, Malmö University, Malmö, Sweden**  
*Thesis:* [\*Shaping Tomorrow's Sustainability: Unraveling Gen Z's Decision-Making Journey for Sustainable Consumption\*](#)  
*Project Management Project: "2nd Chance for Textiles" A Clothing Recycling Project in Collaboration with SipTex - the World's First Textile Sorting Machine*

**B.A., Anthropology, Syracuse University, Syracuse, NY**

*Ethnological Research: “[Deepening SU Student's Knowledge of Library Service Workers on Campus](#)”*

**LANGUAGE SKILLS:**

English (Native)

Spanish (Novice)