



# NANCY GRAY

## COMMUNICATIONS CONSULTANT

Helping associations, nonprofits, and companies tell their stories.

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### SUMMARY

Highly organized communications specialist, producer, and production manager with expertise in project management, web, print, and social media content creation, media relations, event planning, grant writing, public speaking, and video production. Excellent writing and editing skills with a talent for producing creative projects while supervising teams, working within a budget, and meeting key deadlines.

### HIGHLIGHTS

Writing & Editing

Social Media & Email Marketing

Media Relations

Video & Event Production

Grant Writing

Strategic Planning

Adobe Creative Suite Proficient

Microsoft Office Suite Proficient

WordPress Websites & Blogs

### EDUCATION

**Leadership Austin Essentials Class of 2017**

**Project Management Professional (PMP) Certification**

St. Edwards University

Professional Education Center

**Grant Writing Certification Program**

Nonprofit Austin at

Austin Community College

**Bachelor of Music in Vocal Performance**

Texas Tech University

### CLIENTS

Austin Regional Manufacturers Association, Austin Bar Association, Alicia Key for District Judge, Carol Hickey Acting Studio, The Alchemy Theatre, RSP Permian, Westlake Hills Presbyterian Church

### WORK EXPERIENCE

#### Director of Communications

*Over 15 years of experience as Director of Communications for the Austin Bar Association and Westlake Hills Presbyterian Church. Managed all internal and external communications and marketing for membership-based nonprofit organizations, serving about 5,000 members. Three years of experience working as a communications consultant to trade associations, arts organizations, and political campaigns.*

- Created web and social media content
- Wrote scripts, speeches, press releases, e-newsletters, blogs, and magazine articles
- Production manager, managing editor, and writer for a monthly magazine
- Produced a wide variety of marketing collateral
- Project manager for redesign and launch of websites
- Project manager overseeing re-branding efforts
- Created and executed communications strategies to support capital campaigns, city bond elections, fundraisers, and professional conferences
- Wrote grants and secured funding
- Supervised the work of graphic & web designers, videographers, printers, vendors, and volunteers
- Produced video content
- Produced and stage-managed live events in large venues

#### Film & TV Production

*Eight years of experience working for clients including Nickelodeon, Disney, The Family Channel, and more.*

- Worked in various capacities on TV shows including *Mayberry Man*, *All That*, *Clarissa Explains it All*, *Television Academy Hall of Fame Awards Show*, and more.
- Jobs performed: Segment producer, production manager, production coordinator, 2nd AD, script supervisor, talent coordinator, assistant to director, production assistant.
- Produced a Western-themed proof-of-concept short film
- Produced theatrical cabaret shows