

# SUSAN WINSLOW FOLGER

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## PROFESSIONAL PROFILE

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**Demonstrated leadership and strategic oversight:** Thirteen years in Ukraine, Bosnia-Herzegovina and Greece directing multi-year international development and humanitarian projects, ensuring compliance with USG and EU funders and with host-country governments and agencies. Led and adapted policy and programming changes that ensured reliable information channels and resources were accessible to citizens or refugees living in unstable economic and political environments.

**Record of successful program and HR management and administration:** Rigorous financial oversight and reporting for large multi-million-dollar projects. Fair broker skilled at liaising between management levels and building partnerships. Positive and inclusive approach working with a variety of stakeholders, including funders, government and academic leaders, boards of trustees, project implementers, and volunteers.

**Experience with foreign and US-based educational and media institutions:** Fifteen years management of innovative study abroad, educational, and media programs. Practiced in student services, curriculum development, and language instruction. Experience in high-level academic administration, fundraising, proposal and report writing. Television production experience for US and foreign news bureaus.

## RELEVANT SKILLS

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Leadership • Strategic planning • Project management • Partnership building • Diversity, equity and inclusion practice • Budgetary and fiscal oversight • Monitoring and evaluation • Training and mentoring • Fundraising  
Russian language expertise

## WORK EXPERIENCE

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### Vermont Law & Graduate School

164 Chelsea Street, South Royalton, VT 05068

#### Chief of Staff

9/2023 - present

- Collaborate with the President's cabinet and senior leadership on driving the strategic plan forward, ensuring timely flow of information across all school sectors.
- Assist the President and cabinet, Vice President for Finance, Vice President for People and Operations, Vice President for Community and Government Relations, and Board of Trustees in particular, and senior leadership overall, with operational support.
- Work closely with the Vice President of Finance on fiscal responsibility.
- Coordinate fundraising efforts with the Office for Alumni Relations and Development and the President and senior leadership.
- Organize, provide support and input for current academic and non-academic partnerships and help to identify future partnerships.
- Coordinate executive-level commencement activities, including honorary degree and commencement speaker communications and Board of Trustees' participation and events.

- Represent the President or cabinet members with various constituencies, internal and external, when necessary.
- Collaborate with the Vice President for Communications and Marketing and her department in creating executive-level communications including talks, speeches, presentations, and reports.
- Provide executive support to the President.

**Executive Assistant to the President**

**10/2018 – 9/2023**

- Organize and coordinate the President’s schedule, priorities, policy initiatives and meetings with students, faculty, staff, board members, and visitors.
- Prepare materials for academic courses taught by the President and work directly with students on scheduling, meetings, and exam preparation.
- Play a leading role in drafting and shepherding to senior leadership key policy initiatives and documents, such as HR policies, the Clery Act, and the Diversity, Equity and Inclusion Report and Strategic Plan.
- Manage five staff and organize regular meetings to communicate and integrate priorities and actions.
- Coordinate meetings and fundraising activities with the President and Office of Alumni Relations and Development.
- Support the President and Vice President for Finance in drafting policies and reports for academic accreditors—American Bar Association and New England Commission of Higher Education—as well as Board of Trustees’ finance, investment, audit and governance committees.
- Monitor all Board of Trustee committee and quarterly meetings; organize and prepare documentation for board members and senior administration.
- Administer scheduling, logistics and training for search committees during high-level searches, such as Interim President and Dean; President; Vice President for Enrollment & Marketing; Law School Dean; Graduate School Dean.

**Program Coordinator, Institute for Energy and the Environment (IEE)**

**10/2017 – 8/2018**

Managed IEE’s core functions, including student assistance and coordination with other departments. Ensured the smooth operation of the research associate program and energy clinic; facilitated relationships with external organizations and constituencies involved in energy sustainability, climate justice, low-income solar.

**Short-Term Consultancies**

**Dexis Consulting Group**

1412 Eye Street NW, Washington, DC 20005

**USAID/Indo-Pacific Monitoring Evaluation and Learning (IP-MEL)**

Reviewed and edited interim and final technical report for eight IPS initiatives and program focus areas from 17 Operating Units/Missions.

**February and  
June 2023**

**USAID Central Europe Program RFA Proposal Editing**

Reviewed and edited technical drafts and annexes.

**April 2022**

**USAID/Indo-Pacific Monitoring Evaluation and Learning (IP-MEL)**

Reviewed and edited technical reports for six IPS initiatives and program focus areas from 17 Operating Units/Missions.

**February-March 2021**

**GEC-Best Practices**

Reviewed and edited proposal for GEC-Best Practices in Exporting Expertise.

**July 2020**

## **Internews**

1133 Fifteenth Street, Suite 350, Washington, DC 20005

### **Interim Chief of Party, Bangladesh**

6/20 – 7/21, 2019

Advancing Access to Reliable Information

Project Locations: Dhaka and Cox's Bazar

Supervised transition to new local project management that included project implementation and oversight, strategic planning, training/mentoring the country team and Rohingya refugees. Produced a written report on results and recommendations.

- Established communication lines with all staff, including the outgoing director.
- Oversaw financial and narrative reporting for accuracy and timeliness.
- Trained and mentored individual staff members in Dhaka and Cox's Bazaar, as well as Rohingya refugees.
- Conducted thought exercise workshops in Dhaka and Cox's Bazaar for local staff.
- Ran the selection process for the local Chief of Party position.

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## **Internews**

1133 Fifteenth Street, Suite 350, Washington, DC 20005

### **Director, Greece**

10/2015 – 11/2016

Humanitarian Information Service – News That Moves

Project Locations: Lesvos, Athens, Thessaloniki

Led a \$1.2 million EU-funded project bringing information as aid to populations affected by the European refugee crisis. Coordinated more than 20 international staff and liaised with humanitarian organizations across Greece, Turkey, and the Balkans.

- Established and facilitated mechanisms for communicating with communities (CWC) through face-to-face (F2F) interactions with affected populations.
- Repackaged key information – refugees' comments, questions, needs, perceptions – into different types of content, including weekly bulletins, to reduce or dispel rumors.
- Managed the production of information in four languages (Arabic, Farsi, Urdu, and Greek) through online channels and offline distribution that informed refugees' decision-making and reduced their vulnerability, while informing international and local humanitarian organizations to make changes in concert with refugees' needs.
- Promoted activities and safe spaces, particularly for women and children, at camps on Lesvos, in Thessaloniki and in Athens and environs.
- Forged strong relationships with Greek and international organizations around humanitarian assistance strategies by providing data collection and analysis, case studies and regular reports on all project activities.
- Enabled project staff to maximize field time by streamlining administrative processes and increasing efficiency of HR and financial reporting support for a largely mobile operation.
- Volunteered at camps on Lesvos to distribute food to refugees.

### **Chief of Party, Bosnia and Herzegovina (BiH)**

11/2010 – 10/2015

USAID's Strengthening Independent Media (SIM) Project

Projection Location: Sarajevo

Led a five-year \$5.5 million project in collaboration with local and international universities and media organizations. Oversaw a team of ten staff members, managed \$1million in grants and led activities to improve media professionalism and distribution of content.

- Spearheaded media law, policy, and literacy programming through partnerships with seven BiH universities, including in-depth research, curriculum development, and workshops for 460 students who connected with peers across borders.
- Administered 69 grants focused largely on innovation, investigative and human rights reporting that engaged Bosnian citizens on issues of social importance.
- Coordinated training and internships for 150 journalism students and journalists in new media technologies, professional standards and ethics that led to improved news content, its wider distribution, and a more informed citizenry.
- Oversaw project administration, with strict compliance to donor and local regulations, budget, travel, procurement, and other financial operations, ensuring successful country-specific audits and effective programming.
- Collaborated closely with USAID in responding to changes in the political environment through comprehensive monitoring, evaluation, and regular reporting that guided project strategies and better served BiH media and citizens.
- Coordinated a National Geographic and Internews Photo Camp for 20 young people from across Bosnia and Herzegovina. The Camp brought together multi-ethnic high school-age youth who focused on commonalities using the art of visual storytelling of shared culture, inspiration, and success. The Camp culminated in presentations and a photo exhibition of the youths' work in Sarajevo.

#### **Director, Bosnia and Herzegovina**

**7/2012 – 8/2016**

YouthLINC Project

Project Locations: Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, and Serbia.

Directed a four-year \$1 million regional project funded by U.S. Department of State that engaged youth from six Balkan countries in cross-border projects aimed at decreasing intolerance and discrimination through largely volunteer activities.

- Advised and mentored project manager and five staff on all programmatic and administrative activities that ensured expected outcomes, transparency and adherence to local laws and funder regulations.
- Held social media camps in Sarajevo, BiH; Zagreb, Croatia; Belgrade, Serbia for over 130 Balkan youth.
- Provided training and other skills-building opportunities for these youth who gained practical professional experience through progressively responsible project engagement.
- Awarded and monitored grants for 11 unique online projects implemented by young people who created their own interactive web platforms designed for both online and offline activities in their respective communities.
- Supported cross-border study visits to disputed places of relevance from the 1990s Balkans conflict that generated understanding and acceptance in the reconciliation process among multi-ethnic youth.

#### **Chief of Party, Ukraine**

**7/2003 – 10/2010**

U-Media Project

Project Locations: Kyiv and Crimea

Directed an eight-year \$18 million USAID-funded project with 15 staff members in offices in Kyiv and Crimea. Managed over 200 projects and activities in collaboration with local and international partners, improving journalistic professionalism and the legal framework governing media that strengthened its public service role. Created safety and security protocols for project staff and partners during the Orange Revolution.

- Provided strategic guidance and a comprehensive capacity-building program for 12 leading media organizations, many of which continue to play a key role in Ukraine's media sector, navigating the country's unstable situation during the Orange Revolution, subsequent elections, and the current war with Russia.
- Oversaw regular trainings with partner organizations on professional standards, niche and investigative reporting, and new media technologies that aided journalists to better cover news during and between election cycles.
- Coordinated the inaugural National Geographic and Internews Photo Camp in Crimea for 20 underserved youth who, working closely with photographers, effectively portrayed their lives through visual storytelling. The Camp culminated in a photo exhibition of the youths' work in Simferopol.
- Generated weekly, monthly, and semi-annual reports, utilizing evaluation indicators that informed and guided donors and partners on annual project strategies that better served Ukrainian citizens.
- Chaired a 12-member advisory board and conducted regular coordination meetings with international donors and organizations that streamlined and strengthened impact of collective activities, especially during election cycles.

## **Lexia International Study Abroad Programs**

23 Main Street, Hanover, NH 03755

### **Associate Director**

**9/2000- 6/2003**

Managed home office operations – student services and supervision of staff and interns. Coordinated overseas staff in 13 countries. Served as primary contact with Lexia's institution of record, Western Washington University, on student registration, financial aid and joint policy making. Represented Lexia at study abroad fairs and on-campus visits. Made on-site program assessments in London, Paris, Prague, Rome and Venice.

## **Dartmouth College**

### **Development and Alumni Relations**

6068 Blunt Alumni Center, Hanover, NH 03755

### **Assistant Director, Capital Giving**

**9/1998 – 9/2000**

Managed operations that supported development efforts of the capital giving office. Created and maintained a database that tracked 50-60 Dartmouth alumni and parents and informed the CG department on donor activity, endowments and investments, campus reporting and communications. Regularly communicated with alumni in Vermont, Maine, and New Hampshire. Successfully raised \$4 million for the Dartmouth Skiway Campaign.

## **New York University (NYU)**

NYU's Center for War, Peace and the News Media

10 Washington Place, New York, NY 10003

### **Print Coordinator, Media Development Program**

**7/1995 – 8/1998**

Co-managed a \$5 million three-year USAID grant for the development and implementation of 12 independent print media projects in Russia. Coordinated project administration between U.S. and Russian partners, per USAID guidelines. Strategized with MDP team for follow-on funding and development of a new media project. Developed and wrote proposal for a master's degree in Russian Studies and Journalism at New York University.

## **Boston University**

888 Commonwealth Avenue, Boston, MA 02215

### **Director, Moscow Internship Program**

**7/1992 – 7/1995**

Program Locations: Moscow and St. Petersburg, Russia

Established and directed Boston University's robust work study program in Moscow, following the fall of the Soviet Union and the country's first coup in 1991. Successfully placed over 80 U.S. university students with Russian families and in career-oriented internships throughout Moscow. Worked closely with university rectors in Moscow and St. Petersburg to develop programming. Developed a full semester curriculum, including a month of Russian language study in St. Petersburg before the start of each semester; an innovative Professional Russian course, designed to reinforce practical skills on the job; and a rich cultural program. Provided a safe space and emergency protocols to students during the 1993 unrest.

## **CBS News**

530 W. 57th Street New York, NY 10019

### **Field Producer, Moscow, Russia**

**3/1988 – 7/1992**

Assisted in production of news programming during major events in the Soviet Union, such as the 1988 summit and the 1991 coup, which included Emmy-awarding winning news coverage for CBS Evening News, WCBS-TV, CBS This Morning, WCBS Radio, CBS Sports. Work included translation, logistics, research, sound operation, satellite/pool feed coordination, and management of ten local hires, mostly foreign nationals from the U.S. or U.K.

### **Short-term Work**

**1986-1996**

- Activities Coordinator, Dean of Students, Recruiter – Norwich University Russian Summer School – Northfield, VT
- Translator/Puppet Wrangler – Children's Television Workshop (Sesame Street) – New York, NY
- Producer – Independent News Service, Moscow Russia
- Trek Leader – Recreational Equipment, Inc. (REI) – Central Asia
- Moscow Project Account Executive – "NutraSweet Challenge of Champions" – Moscow, Russia
- Translator/Style Editor – JV Interquadro; *Dramaturg*; Nauka Publisher; *New Times Magazine* – Moscow, Russia
- Fixer – NBC News – Moscow, Russia
- Moscow Representative – Citizen Exchange Council and Children's Art Exchange – Moscow, Russia
- Assistant Editor – *Slavic and East European Journal* – Albany, NY
- Russian Language Teacher – Abington Heights School District, PA

## **EDUCATION**

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**Certificate of Advanced Study.** State University of New York – Albany NY

Two-year Russian translation program, including one year of study at Moscow University

**Master of Arts in Russian Language and Literature.** State University of New York – Albany NY

Included one year of Serbo-Croatian language study and one academic semester at Moscow University

**Russian Studies.** Norwich University Russian Summer School – Northfield, VT

Nine-week Russian language study and work during four consecutive summers

Middlebury College Russian Summer School – Middlebury, VT

Intensive six-week fourth-year Russian language studies

American Council of Teachers of Russian (ACTR)

One semester of Russian language and culture study at the Pushkin Institute in Moscow

**Bachelor of Arts in Russian.** Mount Holyoke College – South Hadley, MA

## **ADDITIONAL INFORMATION**

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Languages: Russian: high proficiency; Bosnian/Croatian/Serbian: intermediate

Travel: Worked and traveled in over 30 countries in Europe and Asia

Computer: Proficient in Microsoft Word, Excel, Power Point; Adobe; social media platforms

Hobbies: Outdoors enthusiast; former competitive triathlete and mountain biker; enjoy hiking, swimming, skiing, music, reading, and dogs.