

JACOB A. BROWN

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SUMMARY OF QUALIFICATIONS

With an extensive background in public policy and administration, I offer a skilled and dedicated approach to developing and maintaining relationships essential for managing, promoting, and executing the public policy goals of the organization served.

- ❖ Highly focused, results-oriented coordination of executive level projects, and administration; able to identify goals and priorities and resolve issues effectively
- ❖ Demonstrated ability to provide quality customer and constituent service; individualizing each interaction and fostering a cordial, professional relationship
- ❖ Experienced public servant with record of success in the promotion of organizational programs and activities
- ❖ Accurate, efficient completion of research, reporting, information management and organizational-development efforts
- ❖ Trusted confidant

PROFESSIONAL EXPERIENCE

Southern Twin Cities Association of REALTORS® Eagan, MN 2007 to Present

Director of Governmental Affairs

Manage public policy program for local real estate trade association representing over 2,500 REALTORS® and affiliates in the southern Twin Cities metropolitan area

- ◆ Lobby local, state, and federal officials on behalf of REALTOR® members
- ◆ Manage local REALTOR® Political Action Committee (RPAC) activities
- ◆ Develop educational programs in partnership with local cities and business groups
- ◆ Provide guidance to Board of Directors in strategic planning and organizational management

City of Minneapolis Minneapolis, MN 2004 to 2007

Program Assistant

Executive-level administrative and project support for Director of Community Planning & Economic Development for the largest city in the State of Minnesota

- ◆ Perform a variety of functions necessary for successful roll-out of Community Planning & Economic Development (CPED) initiatives for City of Minneapolis
- ◆ Provide Director with full array of research skills and presentation tools required to communicate City goals and achievements – Quarterly Reports, budget, etc.
- ◆ Assist Director of Economic Development in development, implementation, and promotion of division programs for Business Finance, Business Development, and the Minneapolis Employment and Training Program, as directed by the Mayor and City Council
- ◆ Under direction of Communications Manager, public relations support for major City and department projects

Mayor's Office Associate

Administrative assistant to Mayor R.T. Rybak, supporting the Mayor and the Policy Team in devising City policy, providing department oversight and exercising visionary leadership

- ◆ Responsible for a number of tasks developed to aid Mayor administratively including calendar and file management, budget preparation, and large event organization
- ◆ Worked with Policy Team to articulate and communicate the Mayor's agenda, while providing high-level, confidential advice on policy and political issues
- ◆ Communicated daily with constituents, community members, elected officials and others in addressing concerns, policy inquiries and requests for action

Schwebel, Goetz & Sieben, P.A.

Minneapolis, MN

2001 to 2004

Administrative Assistant

As a full-time undergraduate student, position provided full-time legal administrative support for three partners, representing over 700 clients, at a prominent Minneapolis law firm

- ◆ Assisted attorneys and staff in trial preparation by conducting legal research, exhibit production and file management
- ◆ Daily contact with clients, medical providers, employers, opposing counsel and district court officials, forging relationships built on the firm's reputation for service
- ◆ Organized daily tasks schedule of Office Assistants and provided new employees with training and orientation

Lockridge Grindal Nauen P.L.L.P.

Washington, DC

2000 to 2001

Federal Government Relations Intern

Lobbying internship under the Director of Federal Government Relations for a Minneapolis-based law firm representing clients such as the City of Minneapolis

- ◆ Communicated daily with clients, outlining points of interests in the daily news media as they relate to clients' needs
- ◆ Extensive legislative research regarding public policy issues of interest to a wide variety of clients from small non-profit organizations to large corporate entities
- ◆ Assumed duties of Federal Government Relations Specialist while co-worker was employed with a congressional election campaign

Obchodni Akademie á Gymnazium

Kaplice, Czech Republic

1999

English Language Teaching Assistant

Student teaching position at a secondary school in the small rural town of Kaplice in the South Bohemia province of the Czech Republic

- ◆ Developed lesson plans for students ages 9 through 19, in a wide variety of educational career paths
- ◆ Met daily with students and faculty, administering English language lessons to students under the direction of the English department
- ◆ Youngest student admitted to ELTAP program

EDUCATION & PROFESSIONAL TRAINING

Master of Public & Non Profit Administration

Metropolitan State University – Minneapolis, MN

December 2008

Upper Midwest Basic Economic Development Course

University of Minnesota, Duluth - Center for Economic Development

July 2007

IEDC Accredited

Bachelor of Arts, Political Science

University of Minnesota, Morris

December 2003

REFERENCES

R.T. Rybak

Mayor
City of Minneapolis
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350 South Fifth Street
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rt@minneapolis.org

Mike Christenson

Director of Community Planning & Economic Development
City of Minneapolis
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Erica Prosser

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Dennis McGrann

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