

MATTHEW MONTELONGO

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INDIVIDUAL CLIENTS

Speech Writer

Crafted speeches for events ranging from commencements to Corporate Galas to wedding toasts. Clients have included elected officials, celebrities of stage and screen, leaders in education, and noted broadcast journalists.

JEWISH ASSOCIATION SERVING THE AGING (JASA)

Copy Writer

Developed and drafted the agency's first-ever Planned Giving development collateral.

GREENFAITH

Development Writer

Drafted and edited the GreenFaith Annual Report and served as a Development Advisor, as well as editor, for the 2016 Strategic Report.

PEAK CREATIVE

Copy Writer

Drafted copy for a cutting-edge, public health campaign for a local Denver-based clinic. The campaign, sponsored in part by the Centers for Disease Control, encouraged couples to get tested for HIV together.

THE DAILY BEAST

Copy Writer

Drafted editorial and column titles for this provocative news and popular culture website.

GILL FOUNDATION/GILL ACTION

Speech Writer

Wrote event-related materials for the Gill Foundation and Gill Action's highly-regarded OutGiving and Political OutGiving Conferences for more than a decade in Aspen, Miami (three times), Pasadena, Las Vegas, Chicago (twice), Washington D.C, Los Angeles, and Dallas. Produced materials in advance and on-site, including biographies, donor dossiers, and daily newsletters. Drafted and revised keynote addresses, talking points, and introductory remarks for donors, special guests, elected officials, and event producers.

FREEDOM TO MARRY

Speech Writer

Scripted an hour-long 10th Anniversary Celebration for this well-respected nonprofit advocacy organization. The script included introductory, transitional, and concluding remarks from host Cynthia Nixon; moving calls to action from keynote speakers Margaret Hoover and Evan Wolfson; and a persuasive financial pitch from board members.

FIGHT BACK NEW YORK

Writer/Editor/Producer

Wrote, edited, and produced a series of cutting-edge, provocative, and humorous internet Public Service Announcements for Fight Back New York's successful campaign to advance marriage equality in New York State. Worked closely with Cynthia Nixon, Rosie Perez, Alec Baldwin, and Whoopi Goldberg both on and off camera.

PEOPLE'S CLIMATE MOVEMENT

Social Media Writer

Drafted, vetted, and launched a 24-hour Live Blog of the People's Climate Movement's National Day of Action on October 14, 2015. Flourishing in the fast-paced high-stakes environment of "real-time" deadline production, generated than more 50 clever and informative posts that helped the Day's social media effort trend on Twitter in nearly every major American city and, for a period of time, across the entire nation. The Live Blog received nearly 1,000 unique views during the 24-hour period.

PEOPLE'S CLIMATE MARCH

Copy Writer

Drafted and revised press releases, OpEd pieces, production scripts, and quote sheets for the largest climate march in history.

MANHATTAN MINI STORAGE

Copy Writer, Blog Writer

Based on a series of values, drafted copy in the voice of this company's nationally-recognized brand for a large-scale advertising campaign that crossed multiple media platforms: billboard, online, and in print. Additionally, served as brand blogger for corporate website.

NICHOLAS C. ABATE REAL ESTATE

Copy Writer

Drafted, designed, and produced persuasive and professional marketing materials featuring a wide-range of properties for a successful Manhattan Real Estate Broker.

CABLELABS

Copy Writer

Drafted online event-related copy for this cable industry think tank's popular Winter and Summer Conferences.

TREASURE ISLAND STORAGE

Copy Writer

Completely revised and streamlined all web content for the fastest growing storage company in the tri-state area.

MATT MURPHY DESIGN

Copy Writer

Drafted copy for this high-end design firm that ran the gamut from user-friendly website copy to luxe brand brochure copy.

NIELSEN IAG

Writer

Composed and edited a series of online questionnaires about current television programs in real time using a specific set of market-tested algorithms.

CITY SHUFFLE

Copy Writer

Researched, drafted, and revised amusing, provocative, and detailed capsule descriptions of bars, restaurants, and lounges in the Manhattan and Brooklyn area for a high-end seasonal coupon book.

GAYBBOOM.COM

Copy Writer

Assisted in developing, drafting, and producing a mission statement and web content for a small internet database and social networking site. Other materials included event writing, email blasts, and legal web content.

ANHEUSER-BUSCH

Product Placement Script Reader

For nearly 5 years, read and evaluated film/TV/play scripts for possible product placement opportunities for international alcoholic beverage company. Evaluated product placement opportunities using a specific rubric of constantly shifting merchandise paradigms.

POINT SOURCE YOUTH

Grant Writer

Advised on, and drafted, an expansive Briefing Paper in preparation for active grant-seeking for this new nonprofit invested in stymieing the escalating rate of LGBTQ homeless youth across the country.

INTERNATIONAL TREATMENT PREPAREDNESS COALITION (ITPC)

Development Writer

Wrote the 2014 Annual Report as well as impact reports for this esteemed international NGO describing, in meaningful detail, the deliverables of their grantmaking across the globe for foundations including Johnson & Johnson, Levi Strauss, Open Society, and Ford, to name a few.

AIDS-FREE WORLD

Writer

Conceived and drafted an agency-wide brochure describing the unique work of this international advocacy organization. Additionally, assisted in the conception and development of a multifaceted public service campaign — including long and short-form narratives and a digital P.S.A. — alerting the public about the anti-LGBT business practices of Coca-Cola, Inc.

SAFE SPACE

Development Writer

Edited and revised a significant grant proposal and drafted an agency-wide external response for numerous media outlets.

NEW YORK WOMEN'S FOUNDATION

Development Writer

Completely revised all Foundation Development material including low- and high-level solicitation requests, personal acknowledgment letters, and board member cultivation and recruitment documents.

ART STUDENT'S LEAGUE OF NEW YORK

Development Writer

Produced donor letters for first-ever Major Donor outreach and wrote a grant to broaden the scope and breadth of student exhibitions.

INTERNATIONAL TRACHOMA INITIATIVE**Development Writer**

Wrote multi-year proposal for implementation of the SAFE strategy in Ethiopia and Vietnam.

MILANO THE NEW SCHOOL FOR MANAGEMENT AND URBAN POLICY**Curriculum and Development Writer**

After meeting extensively with faculty, developed and wrote a detailed proposal for new interdisciplinary curriculum ventures between Milano The New School for Management and Urban Policy and Parsons The New School for Design. Also produced Major Donor correspondence and grant reporting materials for large scale Milano initiatives.

COMMUNITY VOICES HEARD**Writer**

Produced key fundraising materials for large-scale Development projects; wrote an organizational retrospective for the CVH 10th Anniversary Gala Dinner Event Journal; and, via a grant from the Rockefeller Foundation, edited and revised an organizational case-study spanning the history of the organization.

NEW YORK COUNCIL FOR THE HUMANITIES**Development Writer**

Wrote all cultivation, solicitation, and acknowledgment materials for Major Donors. Researched, prepared, and revised remarks for speakers at high-end salon events.

APERTURE FOUNDATION**Development Writer**

Wrote end-of-year solicitation letters for a major fundraising campaign. Coordinated all material generation for follow up and acknowledgment.

OPEN SOCIETY INSTITUTE**Website Writer**

Researched and wrote content for OSI's International Harm Reduction Development Program's (IHRDP) website.

GAY MEN'S HEALTH CRISIS**Development Writer**

Served GMHC, the nation's oldest and largest service provider for men, women, and children living with HIV and AIDS, as both a full-time and freelance employee in the Development, Marketing, and Communications Departments. Was responsible for cultivating, soliciting, and acknowledging more than one million dollars in Major Donor annual gifts. Wrote Major Donor solicitation and acknowledgment materials; drafted keynote speeches for both small and large scale events; and wrote, or co-wrote, five years of Annual Reports.

EDUCATION

Bachelor of Arts – Macalester College, St. Paul, MN

Master of Fine Arts – University of Washington, Seattle, WA

PROFESSIONAL REFERENCES – AVAILABLE UPON REQUEST
