

Matthew S. Leonard

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- Skills**
- Microfinance:** Certified Microfinance Trainer in *Rapid Institutional Assessment, Human Resource Management, Process Mapping, Internal Audit & Controls, Basic Financial and Accounting Systems and Social Performance Management*; Experience in Strategic Business Planning, Product Development, Mobile Banking and Market Research
- General:** Proposal Writing; Project Design, Management & Implementation; Budgeting; Focus Group Facilitation; Community Organizing; Data Analysis (SPSS); Training Material development
- Consulting**
- Alternative Credit Technologies** Bethesda, MD **December 2008**
- Conducted on-site review of social performance assessment tools by reviewing documents and interviewing key stakeholders at 2 Indian MFIs for a Ford Foundation-sponsored 'User's Guide'
- Abt Associates, Inc.** Washington D.C. **Spring 2008**
- Researched and classified documents/literature on Post-Conflict Economic/Agriculture Growth that led to creation of a practical, web-based database for USAID field staff and missions.
- Family Health International** Arlington, VA **Fall 2007**
- Consulted with Sr. Staff at HQ and Country Offices, synthesized key findings and presented a framework & tools that informed the revision of FHI's Global Program Quality Review process.
- Experience**
- MicroSave – India Analyst** Hyderabad, India **2008-Present**
- Provided capacity building & technical support to over 25 small, mid-sized and large MFIs across India, Indonesia and the Philippines covering: Business Planning, Operations, Accounting, Human Resources, Internal Audit & Control, Loan Portfolio Audit and Social Performance
 - Delivered 5 trainings to groups of 9-30 consultants and/or staff at MFIs in India, Indonesia and the Philippines on: Social Performance, Process Mapping and Management Information Systems
 - Developed a toolkit/training module for Social Performance Management; Pilot-tested in 4 MFIs
- Save the Children Economic Opportunities Intern** **2007-2008**
Washington DC:
- Provided research assistance to support project and program design on micro-equity, micro-savings, OVCs and youth livelihoods for Associate VP of Economic Opportunities.
- Malawi:*
- Led market research, mentored staff and facilitated focus groups/community forums in remote, rural community to inform product design and implementation of a Youth Micro-Savings project
 - Researched & wrote interim/final reports and prepared case studies on HIV/AIDS & Livelihoods
- Mid-Bronx Council Community Development Corp.** Bronx, NY **2004-2006**
Director of Job Resource Center
- Oversaw program development & implementation; and, provided direct services for adult & youth employment / vocational projects (\$200k), ensuring goals & targets were met.
 - Supervised 6 staff, managed budget and liaised with funders, local businesses and program mgrs.
- Lead Agency Grant Writer / Business Development*
- Wrote proposals and obtained grants totaling \$500K+ from government and private sources.
 - Directed agency fundraising/marketing, interim/final reports, website and communications.
 - Coordinated and contributed to program design and budget development.
- Community Organizer*
- Led community mobilization & facilitated participatory planning with groups of 10-25 residents
- Lutheran Office for World Community UN Advocacy Intern** New York, NY **May-Sept. 2004**
- Spearheaded online advocacy/fundraising about Darfur crisis through global Lutheran network.
 - Wrote and edited reports on global youth e-conferences: Youth, Gender, HIV/AIDS, and Poverty.
- Los Cimientos Alianza Community Liaison** Antigua, Guatemala **Oct.-Dec. 2002**
- Coordinated resettlement logistics/advocated for internally-displaced Mayan K'iche community.
 - Mediated between K'iche and international/government entities during resettlement negotiations.

Publications “Institutional Culture and Transformation: From NGOs to Market-led MFIs”. *MicroSave* India Focus Note #20. 2009.

Community Service *Volunteer Builder, Habitat for Humanity* – Totonicapán, Guatemala. **Fall 2002**
Farm Assistant, WWOOF/Willing Workers on Organic Farms –Tepotzlan,Mexico **Summer 2002**
Youth Organizer, ACJ / Youth Workcamps Association – Meknes, Morocco **Summer 2001**
Office Assistant, Greenpeace France – Paris, France. **Winter 2001**

Education **Georgetown University**, School of Foreign Service, Washington DC **2006-2008**
M.S. - *International Development Focus: Microfinance and Enterprise Development*
University of Massachusetts – Amherst / Université de Paris VII, France **1995-2000**
B.A., Comparative Literature and French, *magna cum laude, Phi Beta Kappa*

Languages Fluency in **French**; Proficiency in **Spanish**