

# Jeffrey L. Otto

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## OBJECTIVE

To enhance—via visionary leadership, effective program management, and strong stakeholder engagement—New York City’s ability to plan collaboratively with its neighbors, and to collectively build a stronger, more prosperous region.

## SUMMARY

Cross-functional planning professional with a proven history of building consensus to achieve organizational priorities, of developing and expanding productive public partnerships, and of managing large, federal grant programs. Demonstrated success supervising staff, navigating interagency processes, and leading strategic planning.

## RELEVANT EXPERIENCE

**City of New York** **03/2020-current**

NYC Department of Transportation (DOT)

- Manage \$5 million federal funding program (*Unified Planning Work Program*)
- Lead inputs into the development of the region’s long term transportation plan
- Direct regionally focused projects and coalition funding applications

NYC Department of City Planning (DCP)

- Organized and effectuated regional engagement strategies and initiatives
- Wrote and distributed periodic newsletter (*NYC Thinking Regionally*)

**U.S. Department of State** **11/2008-12/2016**  
**Foreign Service Economic Officer**

Office of Commercial and Business Affairs, Washington, DC

- Developed/implemented strategic recruitment and communications plan for the 2016 Global Entrepreneurship Summit (GES) in Silicon Valley
- Managed selection process for 700 selected entrepreneurs and attending delegates

U.S. Embassy Kabul, Afghanistan

- Negotiated with government officials on World Trade Organization entry path
- Wrote the State Department’s 2014 Investment Climate Report for Afghanistan

U.S. Embassy Manila, Philippines

- Drafted cables, memos, remarks, op-eds, and other official communications
- Convened city managers from the Manila region for regular planning updates

U.S. Embassy Tel Aviv, Israel

- Oversaw the executive office workflow of 30 U.S. government agencies in Israel
- Organized award-winning speaker series for foreign diplomatic delegations

**Citizens Housing and Planning Council, New York, NY** **08/2004-10/2008**  
**Housing and Zoning Analyst**

Partnered with NYC public and private sector planners, developers, and community organizations, managed large-scale planning, zoning, and housing related projects, compiled and analyzed large data sets to facilitate research goals, planned events.

**Institute of Housing and Environment, Darmstadt, Germany** **01/2002-06/2002**  
**Visiting Fellow**

Assisted with drafting/editing, document production, and other research duties.

## EDUCATION

**Columbia University** **2002-2004**  
Master of Urban Planning

**Texas Tech University** **1998-2001**  
Bachelor of Political Science

## PUBLICATIONS (SELECTION)

**Entrepreneurial Diplomacy** **11/2016**  
State Magazine

**The Kelo Paradox** **07/2006**  
The Urban Prospect v.12/2

**Parking Puzzles** **12/2005**  
The Urban Prospect v.12/1

## HONORS

**Meritorious Honor Award** **07/2016**  
State Department  
• For exemplary leadership of the GES 2016 selection committee

**Franklin Award** **08/2011**  
USAID  
• For founding speaker series for foreign diplomatic delegations

## LANGUAGES

**GERMAN** **certified: 01/2015**  
Minimum Professional Proficiency

**HEBREW** **certified: 11/2009**  
Minimum Professional Proficiency

**SPANISH** **certified: 12/2008**  
Limited Working Proficiency

## VOLUNTEERING

**Housing Works Bookstore**

## SKILLS/COMPETENCIES

- Diplomatic/Interpersonal Skills
- Cross-cultural Communications
- Entrepreneurial/Innovative Mindset
- Decision Making/Negotiations
- Presentations/Public Speaking
- Writing/Editing/Social Media
- MS Office/Adobe Creative Suite
- Public Relations Leadership
- Intergovernmental Collaboration
- Consensus Building in NYC
- Event/Project Planning/Execution
- Partnership Formation/Expansion
- Zoning Technical Knowledge