

## Matt Embry



### Professional Profile

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Solution oriented management and planning professional with experience navigating and leveraging complicated federal programs to implement projects in a coordinated manner to mitigate hazards and challenges while building resilience at the whole community scale. Superior interpersonal skills which enable the cultivation and development of relationships at the senior and executive official levels of government which are necessary to identify challenges and effectively formulate viable solutions for complex issues ensuring all courses of action are explored. Effectively able to establish a network of collaborators at the local, state, regional and national level to focus on the recovery goals of the citizens of New Mexico. Independently developed a Post-Fire Initiative utilizing critical and strategic thinking skills to establish an innovative strategic framework to address cascading events stemming from large-scale wildfire.

### Relevant Board Experience

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#### **Board Member - Not Your Ordinary School (NYOS) Charter School 2018-2020**

Served as a Secondary Parent Representative for 3 terms. Served a Chair for the Finance and Property Development Committees. During the tenure the Financial Oversight Committee developed and implemented Financial Oversight Committee, including the development and adoption of multiple internal controls which established a viable financial oversight function. The Property Development Committee successfully developed a development plan, developed Request for Proposal and Scope of Work for the design and construction of a new school campus. This process included site development as well as negotiation and coordination with the City of Austin for traffic concerns. Also served on the Executive Director Review, School Safety, Compensation Committees.

### Relevant Work Experience

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#### **Federal Emergency Management Agency**

##### **Federal Disaster Recovery Officer**

**Santa Fe, NM, April 2022, to present**

Supervisory oversight of Interagency Recovery Coordination (IRC) staff for field operations. Ensured that state and local concerns are communicated to leadership and addressed in a timely manner. Provided insight for regional planning, specifically adjusting personnel requirements to build an effective staffing plan to meet state and local recovery goals.

- Represented the agency during high-level stakeholder engagements with leadership from federal, state, tribal and local agencies, this included identification and tracking of gaps in recovery, restoration and mitigation actions and the development of resolutions to address those gaps using a data-driven decision process.
- Identified programs, procedures, policies, and best practices to integrate into disaster recovery functions to effectively administer the delivery of technical and programmatic assistance for affected communities.
- Served in Liaison Officer roles during the disaster response periods, 2022-2025.

**New Mexico FEMA Integration Team (FIT)****Santa Fe, New Mexico, March 2021 – 2025**

Imbedded with the New Mexico Department of Homeland Security and Emergency Management - Mitigation and Recovery Bureaus. Cultivated relationships with state and local partners in a dynamic and changing environment to identify gaps in capacity and knowledge related to the administration of FEMA Hazard Mitigation Assistance and Recovery programs.

- Duties included grant analysis, program delivery advisory role, financial oversight, Benefit Cost Analysis, planning, and project priority identification.
- Advised state leadership regarding state organizational structure, staff planning, standard operating procedures and Incident Command Structure (ICS) organizational strategy.
- Oversight of over \$30m in Hazard Mitigation Assistance projects.

**Texas Department of Public Safety****Lead Standards Officer and Financial Analyst****Austin, Texas 2014 – 2019**

Responsible for oversight of a team of auditors. Developed and implemented best practices with a focus on contractor relationship development and oversight activities for multiple federal awards exceeding \$5b. Provided subject matter expert advice to senior state and agency officials related to 2 Code of Federal Regulations, Stafford Act, and United State Code Title 42. Managed processes for the implementation and oversight of external professional services contracts worth more than \$35m. Oversight and management of contracted vendor budgets for the administration of grants. Analyzed operating data to ensure compliance with contracting requirements, including quality and timeliness measures, administrative program operations, management of administrative aspects of multiple contracts and budget projections to ensure adherence to contract terms.

- Served on various advisory councils and workgroups regarding business process development and improvement.
- Conducted research, assessments and analysis of products, processes, procedures and operational standards and guidelines utilizing both qualitative and quantitative measures to determine contract performance.
- Facilitated and implemented process and procedural changes relevant to the administration of the professional services contracts.
- Monitored for compliance with federal, state and agency laws, regulations, rules, policies, and procedures.

**Background**

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**Education**

Saint Edwards University

Bachelor of Arts

3.67 GPA, Alpha Sigma Lambda Honor Society

**Occupational Certification**

Certified Fraud Examiner, Certified Occupancy Specialist, Housing Credit Certified Specialist

FEMA Qualified: Hazard Mitigation Grants Specialist

Coach Evaluator: Hazard Mitigation Grants Specialist

*Open Position Task Book: IRC Federal Disaster Recovery Officer Type 2*

**Specialized Training**

*Federal Emergency Management Agency - National Incident Management System (NIMS),  
Emergency Management Professional Development*

*University of Texas Professional Development - Project Management*

*Association of Certified Fraud Examiners – Certified Fraud Examination, Compliance, Internal Controls, Advance Interviewing Techniques and Regulatory Compliance*

**Community Service, Volunteer and Professional Experience****Watershed Regional Risk and Resilience Goal & Strategy for the Task Group - 2023-2025**

Government Practitioner/Subject Matter Expert

**Interagency Post-Fire Integration Council – 2024-2025**

Stream and Precipitation Gage Working Group – Subject Matter Expert; Navigation and  
Coordination Working Group – Subject Matter Expert

**Wildland Fire and Mitigation Commission - Post-Fire Subgroup 2023**

Subject Matter Expert

**State of Texas - Advisory Council, Group and Task Force Memberships 2005-2019**

Grants Management System Advisory Council, Legislative Analysis Group, Standards Development  
Group (*Chair*), Professional Services Solicitation, Central Texas Child Welfare Taskforce, Texas  
Pandemic Flu Planning