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At DHSS Sarah Potter is responsible for the development, formulation, release, and updates of the Department's quadrennial strategic plan. Ms. Potter works to ensure Department compliance with the Government Performance and Results Modernization Act of 2010, OMB Circular A-11, and related laws, policies, and executive orders on strategic planning. She also provides technical assistance to HHS's operating divisions and HHS-led interagency collaborations on the preparation of strategic plans and implementation plans.

Since joining HHS as a Presidential Management Fellow in 2003, Ms. Potter has worked on a variety of issues in addition to strategic planning, including early childhood, bullying, and positive youth development. Prior to her federal service, she worked for a child maltreatment prevention initiative managed by the Massachusetts Department of Social Services, providing technical assistance to eight community coalitions. She began her career working for several non-profit organizations which focused on such topics as the stabilization of families investigated by child protective services, therapeutic care for children with disabilities, and family planning and women's health issues.

She holds a B.A. in Religion and Biblical Literature from Smith College and an M.S. in Political Science from Suffolk University.