

MICHAEL ANDERSON

Non-Profit Event Manager

- San Francisco, CA
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Dedicated Event Production Manager with a focus on non-profit and community events. Expertise in fundraising events, community outreach, and volunteer coordination. Demonstrated ability to mobilize resources and engage stakeholders to achieve mission-driven objectives. A compassionate leader committed to enhancing community engagement and support through impactful event experiences. Proven ability to work within tight budgets while maximizing resource utilization and ensuring high-quality outcomes.

WORK EXPERIENCE

Non-Profit Event Manager | Community Impact Org.

Jan 2022 – Present

- Managed the planning and execution of fundraising events that raised over \$2 million annually.
- Coordinated efforts with volunteers and community partners to ensure successful event delivery.
- Developed marketing strategies to promote events and increase attendance.
- Established relationships with sponsors and donors to secure funding and resources.
- Implemented feedback mechanisms to enhance future event planning.
- Provided training and support for volunteers during events.

Event Planning Intern | Local Charity Group

Jul 2019 – Dec 2021

- Assisted in organizing community outreach events and fundraisers.
- Coordinated logistics including venue selection and catering services.
- Engaged with community members to promote events and gather feedback.
- Supported marketing efforts through social media and newsletters.
- Maintained records of event expenditures and budgets.
- Provided on-site support to ensure successful execution of events.

SKILLS

non-profit event management

fundraising

community engagement

volunteer coordination

budget management

marketing

EDUCATION

Bachelor of Arts in Community Development

2015 – 2019

University of Community

ACHIEVEMENTS

- Increased fundraising revenue by 35% through innovative event strategies.
- Received the 'Community Leadership Award' for outstanding service.
- Successfully organized a community festival that attracted over 10,000 attendees.

LANGUAGES

English

Spanish

French