



MICHAEL ANDERSON

Senior Grants Manager

San Francisco, CA • (555) 234-5678 • michael.anderson@email.com • www.michaelanderson.com

SUMMARY

Dynamic and results-oriented Grants Manager with over 10 years of progressive experience in securing funding for nonprofit organizations. Demonstrated expertise in developing and implementing grant strategies that align with organizational goals and enhance community impact. Proven track record in cultivating relationships with stakeholders, including government agencies and private foundations. Adept at overseeing the entire grant lifecycle, from proposal development to reporting and compliance.

WORK EXPERIENCE

Senior Grants Manager **Community Development Partners**

Jan 2023 - Present

- Managed a portfolio of over 50 active grants totaling \$5 million annually.
- Led a team of grant writers in the development of high-impact proposals.
- Established metrics for evaluating grant performance and impact.
- Coordinated training sessions for staff on grant compliance and reporting.
- Developed relationships with funding agencies to ensure alignment with their strategic priorities.
- Reviewed and approved all grant submissions prior to deadlines.

Grants Coordinator **Local Outreach Foundation**

Jan 2020 - Dec 2022

- Assisted in the management of federal and state grants totaling over \$2 million.
 - Conducted research to identify new funding opportunities aligned with mission.
 - Prepared and submitted grant proposals and reports for various stakeholders.
 - Maintained records of grant expenditures and program outcomes.
 - Collaborated with program directors to align funding strategies with service delivery.
 - Participated in community outreach efforts to promote grant-funded programs.
-

EDUCATION

Master of Public Administration, **University of California, Berkeley**

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Grant management, Proposal writing, Stakeholder engagement, Compliance monitoring, Data analysis, Team leadership
- **Awards/Activities:** Secured a \$1 million grant from the Department of Housing and Urban Development.
- **Awards/Activities:** Increased grant funding by 30% over two fiscal years.
- **Awards/Activities:** Awarded 'Excellence in Grant Management' by the National Nonprofit Association.
- **Languages:** English, Spanish, French