

MICHAEL ANDERSON

Senior Grants Manager

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Accomplished and detail-oriented Grants Manager with over a decade of experience in securing and managing funding for non-profit organizations. Demonstrated expertise in developing grant proposals that effectively articulate organizational needs and align with funding agency missions. Proven track record in overseeing grant compliance, monitoring program outcomes, and fostering relationships with stakeholders, including government agencies and private foundations.

WORK EXPERIENCE

Senior Grants Manager | Global Development Initiative

Jan 2022 – Present

- Led the development and submission of over 50 grant proposals annually, securing funding exceeding \$5 million.
- Managed compliance with federal and state regulations, ensuring timely reporting and documentation for all funded projects.
- Conducted comprehensive program evaluations, utilizing data analytics to assess impact and inform future funding strategies.
- Collaborated with cross-functional teams to align project goals with organizational mission and funder priorities.
- Trained and mentored a team of five grant writers, enhancing proposal quality and success rates.
- Established and maintained relationships with key stakeholders, including funders and community partners, to promote collaborative funding opportunities.

Grants Coordinator | Community Support Services

Jul 2019 – Dec 2021

- Assisted in the preparation of grant applications and reports, contributing to a 30% increase in funding success rates.
- Monitored project budgets and expenditures, ensuring alignment with grant requirements and organizational policies.
- Facilitated workshops on grant writing and management for staff and community partners.
- Developed tracking systems for grant deadlines and reporting requirements, enhancing organizational efficiency.
- Participated in strategic planning sessions to identify funding needs and align with organizational objectives.
- Provided administrative support for grant management, including documentation and communication with funders.

SKILLS

Grant writing

Budget management

Program evaluation

Stakeholder engagement

Compliance monitoring

Data analysis

EDUCATION

Master of Public Administration

2015 – 2019

University of Southern California

ACHIEVEMENTS

- Successfully secured a \$1.2 million grant for a community health initiative, resulting in a 25% increase in service delivery.
- Recognized as "Employee of the Year" for outstanding contributions to grant management and fundraising efforts.
- Implemented a new grant tracking system that improved reporting accuracy by 40%.

LANGUAGES

English

Spanish

French