



# MICHAEL ANDERSON

Director of Operations

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## SUMMARY

Visionary leader with extensive expertise in non-profit operations management, driving organizational growth and enhancing operational efficiency. Proven track record in developing and implementing strategic initiatives that align with mission-driven objectives. Exceptional ability to cultivate stakeholder relationships and foster collaboration among diverse teams. Adept in leveraging data analytics to inform decision-making and optimize resource allocation.

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## WORK EXPERIENCE

### Director of Operations Global Health Initiative

Jan 2023 - Present

- Oversaw operational strategies for multiple health programs across various regions.
- Implemented a comprehensive performance management system to track program outcomes.
- Facilitated cross-departmental collaboration to enhance service delivery.
- Managed a \$10 million budget ensuring fiscal responsibility and transparency.
- Conducted regular assessments to identify areas for operational improvement.
- Developed training modules for staff on best practices in program implementation.

### Program Manager Community Development Fund

Jan 2020 - Dec 2022

- Directed community outreach initiatives resulting in a 30% increase in participant engagement.
  - Established partnerships with local organizations to enhance resource sharing.
  - Led grant writing efforts that secured over \$500,000 in funding.
  - Monitored program compliance with state and federal regulations.
  - Coordinated volunteer recruitment and training programs.
  - Analyzed program data to measure impact and inform future strategy.
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## EDUCATION

### Master of Public Administration, Harvard University

Sep 2019 - Oct 2020

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## ADDITIONAL INFORMATION

- **Technical Skills:** strategic planning, stakeholder engagement, program evaluation, budget management, compliance oversight, team leadership
- **Awards/Activities:** Increased operational efficiency by 25% through process optimization.
- **Awards/Activities:** Awarded Non-Profit Leader of the Year by the National Association.
- **Awards/Activities:** Successfully launched a new health initiative that served over 10,000 individuals.
- **Languages:** English, Spanish, French