

MICHAEL ANDERSON

Program Director

- San Francisco, CA
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Dedicated and resourceful non-profit operations manager with a strong commitment to social justice and community development. Expertise in program administration, budget oversight, and strategic planning. Proven ability to lead teams in executing initiatives that promote equity and access for marginalized populations. Recognized for leveraging community resources and partnerships to enhance service delivery.

WORK EXPERIENCE

Program Director | Equity and Access Foundation

Jan 2022 – Present

- Directed program operations that focused on equity and community empowerment.
- Managed a budget of \$1.5 million, ensuring effective resource allocation.
- Collaborated with stakeholders to enhance program visibility and impact.
- Developed training programs for staff to improve service delivery.
- Conducted evaluations to measure program effectiveness and outcomes.
- Engaged community members in program planning and execution.

Operations Associate | Local Food Network

Jul 2019 – Dec 2021

- Assisted in the management of local food distribution programs.
- Coordinated volunteer efforts to support community events.
- Monitored program compliance with health and safety regulations.
- Developed outreach strategies to engage community members.
- Analyzed program data to inform improvements and adjustments.
- Prepared reports for stakeholders detailing program outcomes.

SKILLS

program administration

budget management

community engagement

strategic planning

compliance

team management

EDUCATION

Bachelor of Arts in Community Development

2015 – 2019

University of Washington

ACHIEVEMENTS

- Increased program participation by 50% through effective outreach.
- Received the Community Leadership Award for outstanding service.
- Successfully launched a new initiative that addressed food insecurity.

LANGUAGES

English

Spanish

French