



# Michael ANDERSON

## COMMUNITY DEVELOPMENT GRANTS MANAGER

### CONTACT

- 📞 (555) 234-5678
- ✉️ michael.anderson@email.com
- 🌐 www.michaelanderson.com
- 📍 San Francisco, CA

### SKILLS

- Grant Management
- Community Development
- Housing Policy
- Program Evaluation
- Stakeholder Engagement
- Data Analysis

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**MASTER OF SOCIAL WORK,  
UNIVERSITY OF MICHIGAN**

### ACHIEVEMENTS

- Increased grant funding by 50% through successful proposals and partnership development.
- Implemented a housing assistance program that served over 2,000 families annually.
- Recognized for excellence in community service by the State Housing Coalition.

### WORK EXPERIENCE

#### COMMUNITY DEVELOPMENT GRANTS MANAGER

Foundation for Affordable Housing  
2020 - 2025

- Managed a portfolio of grants totaling over \$5 million to support housing initiatives.
- Developed and monitored project budgets to ensure compliance with funding requirements.
- Coordinated with grantees to evaluate project impacts and outcomes.
- Facilitated training sessions for community organizations on grant application processes.
- Prepared comprehensive reports for stakeholders on funding utilization and project success.
- Advocated for policy changes to enhance funding opportunities for housing projects.

#### HOUSING PROGRAM COORDINATOR

Community Action Agency  
2015 - 2020

- Coordinated housing assistance programs serving low-income families and individuals.
- Conducted outreach to identify eligible participants and promote program awareness.
- Managed case files and ensured compliance with federal and state regulations.
- Developed partnerships with local service providers to enhance program delivery.
- Collected and analyzed data to measure program effectiveness and report outcomes.
- Led community meetings to gather feedback and enhance service offerings.