MICHAEL ANDERSON

Non-Profit Housing Project Manager

CONTACT

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

EDUCATION

Bachelor of Social Work

University of Southern California

2016-2020

SKILLS

- Non-Profit Management
- Community Engagement
- Grant Writing
- Project Coordination
- Compliance Monitoring
- Stakeholder Relations

LANGUAGES

- English
- Spanish
- French

Detail-oriented Housing Project Manager with extensive experience in non-profit housing development. Over twelve years of experience dedicated to creating affordable housing solutions for underprivileged communities. Expertise in managing projects from inception to completion, ensuring community needs are prioritized throughout the process. Proven ability to secure funding through grants and donations while building strong partnerships with local organizations.

WORK EXPERIENCE

Non-Profit Housing Project Manager   2020-2023

Community Housing Alliance

- Directed housing projects aimed at low-income communities.
- Secured over $10 million in funding through grants and partnerships.
- Facilitated community meetings to gather input on housing needs.
- Coordinated with local governments for project approvals and support.
- Oversaw the development of 100+ housing units within budget.
- Monitored project compliance with funding and regulatory requirements.

Project Assistant   2019-2020

Housing Equity Initiative

- Supported project management for community housing initiatives.
- Assisted in grant writing and funding proposal submissions.
- Conducted outreach to engage local residents in housing discussions.
- Compiled reports on project progress for board meetings.
- Collaborated with community leaders to promote housing programs.
- Participated in workshops to educate residents on housing rights.

ACHIEVEMENTS

- Successfully launched a housing initiative that served over 500 families.
- Recognized for community impact by the National Non-Profit Housing Association.
- Increased community participation by 50% through outreach efforts.