



# MICHAEL ANDERSON

## OPERATIONS DIRECTOR

### PROFILE

Dynamic and results-oriented NGO Operations Manager with a proven track record in leading transformative initiatives within the non-profit sector. Specializes in capacity building, program evaluation, and resource mobilization, driving organizational growth and sustainability. Expertise in navigating complex regulatory environments and fostering partnerships with a broad spectrum of stakeholders, including government agencies and community organizations.

### EXPERIENCE

#### OPERATIONS DIRECTOR

##### Empowerment Initiative

2016 - Present

- Oversaw operations for multiple community development programs across five regions.
- Developed and implemented strategic plans that increased program reach by 50%.
- Managed a diverse team of 30 staff and volunteers, enhancing team collaboration.
- Secured partnerships with corporate sponsors, generating \$2 million in additional funding.
- Conducted comprehensive program evaluations leading to a 25% increase in efficiency.
- Implemented a digital reporting system that reduced administrative time by 40%.

#### PROGRAM MANAGER

##### Community Action Network

2014 - 2016

- Managed program implementation for educational initiatives serving underserved populations.
- Designed training curricula for staff and community leaders, improving program delivery.
- Facilitated stakeholder meetings to align program objectives with community needs.
- Utilized project management tools to track progress and outcomes effectively.
- Engaged in advocacy efforts resulting in policy changes that benefit target communities.
- Monitored grant compliance and reporting, ensuring adherence to funding requirements.

### CONTACT

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### SKILLS

- Capacity Building
- Program Evaluation
- Resource Mobilization
- Stakeholder Engagement
- Strategic Planning
- Team Leadership

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

BACHELOR OF SCIENCE IN SOCIAL WORK, UNIVERSITY OF CALIFORNIA

### ACHIEVEMENTS

- Awarded 'Best Practice in Community Engagement' by the National Social Work Association.
- Increased volunteer retention rates by 60% through improved onboarding processes.
- Successfully launched a scholarship program benefiting over 200 students annually.