



# Michael

## ANDERSON

### DIRECTOR OF FINANCE

Strategic Non-Profit Finance Manager with comprehensive experience in financial oversight and risk management within the non-profit sector. Possesses a robust understanding of financial regulations and compliance requirements, coupled with a commitment to ethical financial practices. Proven ability to develop financial strategies that enhance organizational effectiveness and sustainability. Demonstrates expertise in managing diverse funding sources, including grants, donations, and government contracts.

#### CONTACT

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

#### SKILLS

- risk management
- financial oversight
- compliance
- strategic planning
- stakeholder engagement
- team empowerment

#### LANGUAGES

- English
- Spanish
- French

#### EDUCATION

**MASTER OF PUBLIC ADMINISTRATION - HARVARD UNIVERSITY**

#### ACHIEVEMENTS

- Successfully reduced operational costs by 20% through process improvements.
- Recognized for excellence in financial governance by the National Non-Profit Association.
- Secured a multi-year grant that significantly enhanced program funding.

#### WORK EXPERIENCE

##### DIRECTOR OF FINANCE

United Community Services

2020 - 2025

- Directed financial strategy for an organization with a \$10 million budget.
- Implemented comprehensive risk management protocols to safeguard assets.
- Led financial audits, ensuring compliance with all regulatory requirements.
- Developed long-term financial plans to support organizational growth.
- Managed relationships with funders and stakeholders to secure ongoing support.
- Presented financial performance reports to the board and stakeholders.

##### FINANCE MANAGER

Arts for All

2015 - 2020

- Oversaw financial operations for a \$4 million budget, ensuring fiscal integrity.
- Developed and implemented budgeting processes that improved resource allocation.
- Prepared and analyzed financial reports for program directors and board members.
- Trained staff on financial management systems and procedures.
- Engaged with external stakeholders to enhance funding opportunities.
- Monitored cash flow and prepared forecasts to support decision-making.