



MICHAEL ANDERSON

Operations Director

Dedicated Non-Profit Operations Executive with over 13 years of experience focused on operational excellence and program development within the non-profit sector. Skilled in managing multifaceted programs and leading teams to achieve organizational goals. Committed to fostering community relations and enhancing service delivery through innovative solutions. Proven track record in securing funding, managing budgets, and ensuring compliance with regulations.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Arts in Sociology

University of Michigan
2016-2020

SKILLS

- operational excellence
- program development
- budget management
- community relations
- compliance
- stakeholder engagement

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Operations Director

2020-2023

Empowerment Initiative

- Oversaw day-to-day operations, ensuring programs met community needs and organizational goals.
- Managed a budget of \$3 million, optimizing spending and increasing program funding by 25%.
- Implemented new operational procedures that improved program delivery efficiency.
- Conducted regular assessments of program impact and adjusted strategies accordingly.
- Trained and supervised staff, enhancing team collaboration and performance.
- Developed partnerships with local organizations to enhance service offerings and outreach.

Program Manager

2019-2020

Community Development Agency

- Managed program development and implementation focused on youth engagement and empowerment.
- Secured grant funding that increased program capacity by 40%.
- Designed evaluation frameworks to measure program success and inform future initiatives.
- Collaborated with local schools to enhance program visibility and participant recruitment.
- Organized community workshops that improved awareness of available resources.
- Facilitated volunteer training sessions to enhance program delivery and impact.

ACHIEVEMENTS

- Recognized for outstanding community service with the Community Impact Award.
- Increased participation in programs by 30% through targeted outreach efforts.
- Successfully launched a mentorship program that served over 200 youth annually.