



MICHAEL ANDERSON

Program Manager

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SUMMARY

Driven and detail-oriented Non-Profit Program Coordinator with over ten years of experience in developing, implementing, and managing community-based programs. Proven track record in securing funding and fostering partnerships to enhance organizational outreach and impact. Demonstrated expertise in program evaluation and stakeholder engagement, utilizing comprehensive data analysis to inform strategic decisions. Adept at leading diverse teams and navigating complex project dynamics to achieve targeted outcomes.

WORK EXPERIENCE

Program Manager Community Development Foundation

Jan 2023 - Present

- Designed and implemented community engagement strategies to enhance program participation.
- Managed a budget exceeding \$500,000 while ensuring compliance with funding regulations.
- Collaborated with local stakeholders to identify community needs and develop responsive programming.
- Conducted program evaluations to assess effectiveness and inform future initiatives.
- Facilitated training workshops for staff and volunteers on best practices in community service.
- Developed and maintained relationships with key partners to leverage resources for program sustainability.

Outreach Coordinator Youth Empowerment Initiative

Jan 2020 - Dec 2022

- Coordinated outreach efforts to increase awareness of youth programs in underserved areas.
 - Implemented volunteer recruitment campaigns that increased volunteer engagement by 40%.
 - Utilized social media platforms to promote events and programs, resulting in a 30% increase in attendance.
 - Organized community forums to gather feedback and enhance program offerings.
 - Developed promotional materials and resources to effectively communicate program benefits.
 - Monitored program outcomes and prepared reports for stakeholders and funders.
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EDUCATION

Master of Public Administration, University of XYZ

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Program Development, Grant Writing, Community Engagement, Data Analysis, Team Leadership, Budget Management
- **Awards/Activities:** Awarded 'Best Community Program' by the Local Non-Profit Association in 2022.
- **Awards/Activities:** Increased funding by 25% through successful grant applications in 2021.
- **Awards/Activities:** Developed a mentorship program that matched over 100 youth with community leaders.
- **Languages:** English, Spanish, French