

# [First Last Name]

[City, State] | [email@example.com] | [(555) 555-5555] | [LinkedIn URL]

## PROFESSIONAL SUMMARY

[Nonprofit Program Manager] with [X+] years of experience designing, implementing, and evaluating community-based programs within mission-driven organizations.

Proven track record in **program strategy**, **grant-funded initiative management**, and **cross-functional stakeholder collaboration** to drive measurable social impact.

Skilled in **budget oversight**, **data-informed decision-making**, and **team leadership**, with a focus on equity, inclusion, and sustainable program growth.

## PROFESSIONAL EXPERIENCE

### [Nonprofit Program Manager] | [Community Impact Organization]

[Month YYYY] – Present | [City, State]

- Led the end-to-end management of [X] community programs serving [Y+] participants annually, overseeing program design, implementation, and evaluation to align with organizational mission and funder requirements.
- Managed an annual program budget of [\$X00,000+], tracking expenditures in [QuickBooks / Excel-based budget tracker] and reallocating resources to achieve [X%] cost efficiency while maintaining service quality.
- Developed and implemented a data collection and reporting framework using [Salesforce / CRM / Excel] to monitor key performance indicators, resulting in a [X%] improvement in outcome tracking and more compelling grant reports.

### [Program Coordinator] | [Youth Services Nonprofit]

[Month YYYY] – [Month YYYY] | [City, State]

- Coordinated logistics and delivery for [X] recurring programs and special events per year, including scheduling, volunteer coordination, and participant communications using tools such as [Google Workspace] and [Zoom].
- Supported grant and contract compliance by maintaining accurate participant records, attendance logs, and outcome data, contributing to [X%] on-time submission of reports to [local government agencies / private foundations].
- Strengthened community partnerships by engaging with [schools / community centers / local agencies], resulting in a [X%] increase in referrals and expanded reach to underserved populations.

## EDUCATION

### [Bachelor of Arts in Nonprofit Management] | [University Name]

[Month YYYY] – [Month YYYY] | [City, State]

[Relevant coursework: Program Evaluation, Fundraising & Development, Public Policy, Community Organizing, Financial Management for Nonprofits]

## SKILLS

**Program Management:** [Program design], [Logic model development], [Monitoring & evaluation], [Outcome measurement], [Grant compliance], [Reporting].

**Operations & Tools:** [Microsoft Office / Google Workspace], [CRM (e.g., Salesforce, Raiser's Edge)], [Project management tools (e.g., Asana, Trello)], [Virtual event platforms (e.g., Zoom)].

**Financial & Grants:** [Budget development], [Expense tracking], [Grant proposal support], [Funders' reporting], [Basic financial analysis].

**Stakeholder Engagement:** [Community outreach], [Partnership building], [Volunteer coordination], [Facilitation], [Public speaking].

**Leadership & Soft Skills:** [Team collaboration], [Staff and volunteer supervision], [Problem solving], [Time management], [Cross-cultural communication].

## SELECTED PROJECTS

### [Community Health Outreach Expansion Initiative]

[Month YYYY] – [Month YYYY]

- Designed and launched an outreach project to expand services into [X] additional neighborhoods, conducting a needs assessment through [surveys, focus groups, and stakeholder interviews] to prioritize program activities.
- Coordinated a cross-functional team of [X] staff and [Y] volunteers to deliver workshops, screenings, and referrals, tracking participation and outcomes in [CRM / spreadsheet] dashboards for ongoing improvement.

### [Data-Driven Program Evaluation Framework]

[Month YYYY] – [Month YYYY]

- Developed a standardized evaluation toolkit, including surveys, pre/post assessments, and reporting templates, to measure program impact across [X] service areas.
- Implemented a quarterly review process using [Excel / data visualization tools] to share findings with leadership and funders, informing strategy adjustments and supporting successful renewal of [X] key grants.