
Foundation Manager Resume

Job Objective

To obtain a position as Foundation Manager with a small but dependable company where my experience can be beneficial in the growth of company.

Highlights of Qualifications:

- Admirable experience in developing fundraising programs
 - Sound knowledge of foundation operations
 - Profound knowledge of social media messages
 - Ability to manage multiple tasks and prioritize work
 - Ability to perform research
 - Immense communication skills in both forms
 - Ability to analyze data and conclude findings
 - Ability to work on Microsoft Office applications
 - Familiarity in performing data entry
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Professional Experience:

Foundation Manager
Chanhassen Foundation, Grand Rapids, MI
October 2008 – Present

- Maintained knowledge on all charitable events.
- Implemented foundation programs according to quality assurance processes.
- Coordinated with marketing team and achieved all objectives.
- Monitored fund grant progress and prepared reports.
- Analyzed and recommended improvement to all grant programs.
- Designed foundation programs from conceptualization to implementation.
- Ensured compliance to all grant policies and procedures.
- Developed various foundation strategies for business owners.

Foundation Associate
Arthritis Foundation, Grand Rapids, MI
August 2003 – September 2008

- Prepared reports to be presented AUA foundation.
 - Administered operations for various departments.
 - Maintained knowledge of fundraising activities.
 - Designed proposals and managed all correspondence.
 - Developed calendar for website and provided update.
 - Maintained record and achieved all organization objectives.
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Education:

Bachelor's Degree in Marketing
Juniata College, Huntingdon, PA

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