

Danielle Hughes

Nonprofit Operations Manager

Seattle, WA | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Nonprofit operations manager with 6 years at large charitable organizations. Skilled in grant management, volunteer coordination, and program evaluation. Increased program reach by 40% and secured \$2M in new funding.

KEY SKILLS

- Grant Writing
- Impact Evaluation
- Community Outreach
- Volunteer Management
- KPI Reporting

PROFESSIONAL EXPERIENCE

Operations Manager | March 2015 – Present
Helping Hands Foundation, Seattle, WA

- Coordinated 200+ volunteers, expanding service reach by 40%.
- Managed grant proposals, securing \$2M in funding.
- Implemented KPI dashboards, improving program evaluation accuracy by 35%.

Program Coordinator | July 2012 – February 2015
Helping Hands Foundation, Seattle, WA

- Assisted in program rollout, supporting 5 new community initiatives.
- Tracked impact metrics, increasing donor reporting timeliness by 50%.

EDUCATION

M.P.A.
University of Washington, Seattle, WA May 2012

B.A. in Sociology
University of Washington, Seattle, WA May 2010