

SARAH JENKINS, PMP

Nonprofit Program Officer

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PROFESSIONAL SUMMARY

Dedicated and impact-driven Nonprofit Program Officer with over 7 years of experience designing, executing, and evaluating community development programs. Proven track record in managing \$1.4M+ grant portfolios, building strategic partnerships, and driving a 32% increase in program participation. Expert in logic models and data-driven monitoring and evaluation (M&E).

PROFESSIONAL EXPERIENCE

Nexa Foundation

Program Officer

San Francisco, CA

Jan 2023 – Present

- Managed a portfolio of 24 active community development grants totaling \$1.4M annually, ensuring 100% compliance with organizational policies.
- Formulated program strategy and logic models that led to a 32% increase in program effectiveness metrics across 12 target municipalities.
- Coordinated with municipal leaders to secure \$350K in matching corporate sponsorships, expanding program reach to 5,000+ new beneficiaries.
- Streamlined the grant application process in Fluxx, reducing average applicant response time by 40% and increasing applicant satisfaction.

Synapse Development Group

Associate Program Officer

Oakland, CA

Mar 2020 – Dec 2022

- Assisted in the administration of a \$800K portfolio of youth education and workforce development programs.
- Drafted 15+ successful grant proposals and progress reports submitted to national foundations, securing \$450K in new funding.
- Managed a database of 200+ community partners, updating performance dashboards in Salesforce to track historical outcomes.

Apex Initiatives

Program Coordinator

San Jose, CA

Jun 2018 – Feb 2020

- Orchestrated logistics, scheduling, and stakeholder communication for 3 concurrent community outreach programs.
- Gathered and analyzed survey data from 1,200+ program participants to draft annual impact reports.

CERTIFICATIONS

- ✓ **Certified Project Management Professional (PMP)**
Meridian Institute of Management
- ✓ **Certified Nonprofit Professional (CNP)**
Alliance for Nonprofit Leadership
- ✓ **Advanced Grant Writing & Administration**
Apex Philanthropy Academy
- ✓ **Logical Framework Approach Practitioner**
Synapse International Training Group

CORE COMPETENCIES

- **Program Design:** Logic models, Theory of Change, strategic planning.
- **Grants:** Proposal writing, compliance, portfolio management.
- **M&E:** Impact metrics, quantitative data, survey design.
- **Tools:** Salesforce Non-Profit Cloud, Fluxx, Asana, SPSS, MS Excel.

EDUCATION

Master of Public Administration (MPA)

Meridian University

Specialization: Nonprofit Management

Graduated: May 2018

Bachelor of Arts in Sociology

Vertex State University

Summa Cum Laude

Graduated: May 2016