



BENJAMIN LEE

Grants Manager

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www.qwikresume.com

PROFESSIONAL SUMMARY

Accomplished Grants Manager with 7 years of proven expertise in securing funding and overseeing grant programs. Demonstrates a strong aptitude for developing strategic grant proposals and ensuring compliance with funding regulations. Committed to building effective partnerships and enhancing community impact through collaborative initiatives.

WORK EXPERIENCE

Grants Manager Apr / 2021-Ongoing
Maple Leaf Consulting Toronto, ON

- 1. Crafted comprehensive funding proposals for corporations and private foundations.
- 2. Completed HCBS applications to provide essential services under Medicaid Redesign.
- 3. Secured funding exceeding \$500K for peer specialist training and supported housing initiatives.
- 4. Benefitted children in foster care and enhanced employment programs for individuals with disabilities.
- 5. Develop and manage grant proposals to secure funding for organizational projects.
- 6. Collaborated with agency program managers to identify funding goals and ensure compliance.
- 7. Prepared interim and final reports detailing grant expenditures and maintained accurate online grant records.

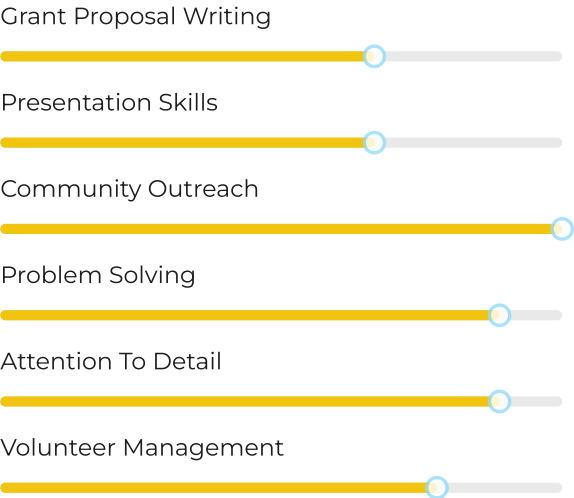
Grants Manager Apr / 2018-Apr / 2021
Silver Lake Enterprises Seattle, WA

- 1. Oversaw the implementation of grant-funded programs, ensuring alignment with approved proposals.
- 2. Supervised staff hired through grants, monitoring project productivity and outcomes.
- 3. Managed grants exceeding \$500K, leveraging expertise in strategic grant management.
- 4. Reviewed and edited grant documents for compliance with city, state, and federal regulations.
- 5. Collaborated closely with HUD and other agencies to secure funding and support.
- 6. Awarded the largest grant to an HBCU, receiving matching funds from the city of New Orleans.

EDUCATION

Master of Public Administration Apr / 2015-Apr / 2018
University of New Orleans Portland, OR
Focused on nonprofit management and grant writing.

SKILLS



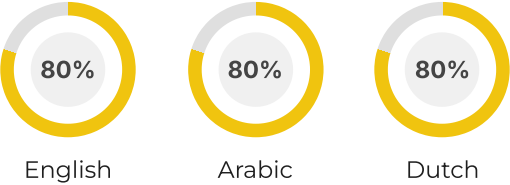
INTERESTS

- Podcasts
- Language Learning
- Dancing
- Cycling

STRENGTHS

- Intuition
- Leadership
- Listening
- Mentorship

LANGUAGES



ACHIEVEMENTS

- Secured over \$1 million in funding for community health initiatives, improving access to services for underserved populations.
- Developed and implemented a grant tracking system that increased compliance accuracy by 30%.