

Dear hiring manager,

Based on the job description and my in-depth experience in Programs Management, I believe I am a strong candidate for this role.

Some of my most recent qualifications that make me an ideal candidate for this role:

Community Coordinator & Diversity Lead-CUNA (06/2020- Present):

- Accomplishment: provided first in-depth staff education and training in collaboration with social service agencies interested in improving policies for queer workers.
- Restructure communication flow among 10 departments and cut down paperwork by 75%.
- Use monitoring tools and trend analysis to manage public relations through digital media content on social media channels, promoting community building and peer support.

Programs Manager- Islamic Networks Group (12/2019-06/2020):

- Led Communications team of 4 to create learning, development programs, and initiatives that provided internal development opportunities for employees.
- Saved the org from extinction by developing and facilitating virtual projects and programs once shutdown affected 2020 initiatives.
- Project management-working with complex timelines and variables while facilitating groups, particularly in an online setting.

Volunteer - Openhouse LGBT Senior Housing, Community & Services (04/2019-01/2020):

- Ensure elders had continuous access to community events and mental healthcare resources. I would regularly meet with senior leaders involved in projects (including members of the executive team) and presented to large groups of senior sponsors.
- Showed ability to act with integrity, professionalism, and confidentiality.
- Participate in team meetings as required and contribute to team conversations about current events related to gender.

Development Programs & Communications Manager - Carry the Future (11/2015-01/2018):

- Led a Communications team of 4 and aided the Chief Development Officer with proposals, recruiting new program participants, successfully garnered new donors, researched potential funding prospects.
- Create and facilitated training programs for staff members at the organization and ensure managers and staff is sufficiently trained to assist LGBTQ+ refugees.
- Proficiency in the use of G Suite, including general care/cleaning of data and report-building.

The Carter Center- Internship (01/2015-05/2015):

- Liaison between stakeholders and team in the Middle East (formulating a briefing book for President Jimmy Carter to prepare the President for fundraising events, and familiarizing him with his multi-million-dollar donors).
- Support the smooth planning and operation educational Donor Annual conferences for donors and families, including registering and communicating with participants, managing volunteers, and troubleshooting issues on the days of the conference.
- Due to my effective strategies to develop and support creative programming for prospective partners/events, the Carter Center was able to secure new annual donations from influential leaders (royal families of Gulf nations).

Since the pandemic, I currently work as an independent contractor for diversity trainings and have continuously received accolades for my professionalism and attention to detail. I am looking to get back to work in the nonprofit sector in project management (a sector in which I have proven highly skilled in my recent work experiences). With my previous experience, coupled with my overall administrative excellence and my enthusiasm and dedication to achieving success, I know I will swiftly surpass your expectations for this role. I have a willingness to work a flexible schedule, including some evenings and weekends. I look forward to discussing the position in further detail.

Thank you for your consideration.

Sincerely,

Shawish
They/Them