

Yarrow Sandahl--807 Santa Clara Ave, Alameda-- 510-435-1417 -- yarrowssandahl@yahoo.com

## **Qualifications**

- I have over seven years of experience working and volunteering in the Bay Area nonprofit sector.
- I am a reliable, detail-oriented self-starter with strong communication skills and program management experience.
- I can manage multiple responsibilities, prioritize effectively, and work well in collaborative environments.

## **Nonprofit Experience**

Program Manager-Reproductive Health Externship Program (RHE)-Medical Students for Choice  
August 2005-December 2006

Responsible for a budget of \$125,000 and for fundraising 40% of that budget. Facilitated the placement and funding needs of 70-80 clients per year. Created attainable, quarterly goals to support the strategic plan and mission of the organization. Maintained monthly budget and program reports to the executive director and staff. Present program reports and proposals to the board of directors at quarterly meetings. Present on behalf of the organization and the RHE program at conferences and meetings. Collaborated with partner reproductive rights groups on outreach, advocacy, educational campaigns, and capacity building efforts. Created and distributed outreach and marketing materials for the program. Responsible for technology and evaluation for the organization.

Program & Evaluation Coordinator-Medical Students for Choice -January 2004-August 2005

Implemented the organizations' quantitative and qualitative program evaluation. Generated evaluation reports using statistical software for the board of directors, foundation proposals, grant reports, and academic publishing. Recruited, organized, and managed volunteers for the organization. Managed membership requests and communications including listservs, the production of a quarterly newsletter, content for outreach mailings, and training materials. Supported program management staff to coordinate annual meetings, update membership database, draft fundraising appeals, and maintain communications with regional leaders.

Administrative Coordinator-CompassPoint Non-Profit Services-2002-2003

Connected clients with resources in starting and managing an organization, financial management, and board development. Supported staff and consultants to maintain databases, coordinate meetings, update website, and create mailings. Managed Boardcafe and Food4Thought Newsletters. Supported staff with research and development projects. Provided program and general office assistance to managers and the Executive Director.

Office Administrator- Support for Families of Children with Disabilities-2001-2002

Administered general office support for two office locations. Supervised two administrative assistants. Worked with outside consultants, clients and vendors on publishing, database, website, and technology projects. Developed and managed the organizations computer network. Organized workshops, lectures, meetings and monthly collaborative forums. Worked with the Executive Director to plan fundraising events and create appeal letters.

## **Education**

Graduated from San Francisco State University in 1999 with a BA in Sociology.  
MPA candidate with a focus on nonprofit management at San Francisco State University.  
I am currently completing my final semester, and approved for fall 2007 graduation.

## **Board and Volunteer Experience**

Board of Directors Co-Chair -National Young Nonprofit Professional Network (YNPN)  
Responsible for board development, internal management, strategic planning, goal setting for the organization, and national partnerships. Term ends 08/08

YNPN Board Secretary-Ensured compliance with state bylaws, managed board records and minutes, completed tax filings for the Attorney General and the IRS. 2006-2007

Move On.Org-Campaign and voter registration volunteer. 2004-2007

Planned Parenthood-Golden Gate-Clinic and education volunteer. 2000-2004

## **Presentation & Workshop Facilitation Experience**

The Foundation Center of Washington, D.C.-2007 Educational forum on Next Generation Nonprofit Leadership-Presented *Stepping Up or Stepping Out*, a report on next generation leadership that I co-authored. For a copy of the report please visit <http://www.ynpn.org/>

Craigslist Bootcamp-San Francisco-2007-Panelist on the leadership deficit challenge in the nonprofit community.

CompassPoint Nonprofit Services-San Francisco-2007-Lead a workshop on the challenges and solutions for emerging professionals to build meaningful careers in the nonprofit sector.

NYU Wagner School of Public Service-New York-2007-Panelist on leadership development and generational issues in the nonprofit sector.