



Mike Gilligan
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Education

Current Enrollment, Masters of Nonprofit Management Program
Regis University
Denver, Colorado
Anticipated Date of Completion: June, 2008

Bachelor of Arts, Arts & Humanities
Colorado State University
Fort Collins, Colorado
Degree Conferred August, 2002

Summary of Qualifications

- Exceptional web design abilities – to see recent work please visit www.kanderworks.com and www.jolyonyates.net
- Very high level proficiency in all Microsoft Office applications, Macromedia Dreamweaver, HTML, Adobe PhotoShop, InDesign and Illustrator, both Mac and PC platforms
- Proven team-leadership and project-management skills
- Excellent verbal and written communication skills that ensure success in any environment where a high level of professional excellence is expected - for samples of recent writing, please visit www.thisguynamedmike.com/writing.htm
- Effective creation of outreach and marketing materials
- Exceptional ability to create new efficient procedures, or analyze and improve upon existing procedures to create maximum organizational productivity
- Extensive experience working in cooperation with a broad range of Denver nonprofits that serve at-risk families and individuals
- Experience writing grant proposals and RFP's
- Moderate Spanish language functionality

Professional Experience

August, 2004 - Present
Food Bank of the Rockies
Denver, Colorado

Program Manager, CSFP

- Established and maintained relationships with community and faith-based organizations in Denver that assist in distribution of over 9,000 monthly packages of food for infants and children under six, pregnant, postpartum and breastfeeding mothers, and people over 60
- Developed and implemented community outreach activities to ensure that the Commodities Program operates at or near its allocated caseload total distributions per month
- Advocated for program objectives and increased program funding
- Managed and maintained Microsoft Access Data Base
- Developed printed educational materials that relate to program goals, objectives regarding best nutritional practices and client access to program benefits

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- Managed certifications and monthly distribution for over 300 homebound senior citizens, as well as some 2,500 elders residing in subsidized housing developments
- Supervised nine Program Associates who establish the eligibility of clients who receive USDA Supplemental Commodity Foods at seventeen area distribution sites

November, 2002 – August, 2004
Coldwell Banker Residential Brokerage
Denver , Colorado

Associate Broker

- Assisted clients with all phases of real estate transactions

January, 1999 – June, 2002
Food Bank of the Rockies
Denver , Colorado

Resource Manager

- Educated participating agencies' staff and volunteers regarding best food handling practices and best food drive procedures –developed printed and PowerPoint educational materials
- Managed 'Denver's Table' – a program that employed three drivers in the collection and redistribution of donations of surplus food from area restaurants
- Coordinated canned food drives with businesses, community and faith-based organizations
- Developed and maintained relationships with Denver area donors and participating nonprofit human service agencies
- Advocated of the program's mission in alleviating hunger

March, 1996 – August, 1998
360 Twist! Records
Denver , Colorado

Owner

- Owned and operated independent record label
- Managed public relations and marketing for 14 national and international bands
- Designed all marketing materials and several packages for compact discs, LP's and 45's
- Booked US National tours for bands and two Westword "Best of Denver" award-winning festivals
- Worked with print media vendors in four-color process
- Designed and maintained web site

Military Experience

October, 1983 - October, 1986
United States Army, 82nd Airborne Division
Fort Bragg, North Carolina

Sergeant, E-5