

JOHN MWANGI

username@email.com | +254 712 345 678 | linked.com/in/username

Coordinator

Over 7 Years of Experience

Results-oriented NGO Coordinator with over 7 years of experience leading community development, humanitarian, and advocacy projects across Kenya. Adept at program coordination, stakeholder engagement, and resource management. Passionate about building teams, fostering collaboration, and ensuring impactful delivery of projects that transform communities and improve lives.

Skills

Program coordination & implementation
Strategic planning & execution
Budgeting & financial oversight
Stakeholder engagement

Donor relations & reporting
Monitoring & evaluation (M&E)
Team leadership & capacity building
Advocacy & partnership development

Work Experience

Coordinator – Care International, Nairobi | 2018 – Present

- Coordinated the implementation of three community empowerment programs across four counties, directly benefiting over 15,000 women and youth.
- Led a team of 12 field officers and community mobilizers to ensure effective delivery of project goals and adherence to donor timelines.
- Oversaw a KES 25 million annual budget, ensuring proper resource allocation and accountability.
- Strengthened partnerships with local NGOs and county governments, resulting in two new co-funded initiatives in gender equality and livelihoods.

Project Manager- Red Cross Society, Nyeri | 2014 – 2018

- MCoordinated education and child protection programs reaching over 8,000 children in refugee and host communities.
- Trained and supervised 30 community volunteers on safeguarding and child rights awareness.

- Supported proposal writing and contributed to winning two new grants worth USD 180,000.
- Streamlined program reporting processes, reducing report turnaround time by 30%.

Education

- University of Nairobi
Bachelor of Arts in Sociology and Community Development – 2015
- Kenya Institute of Management (KIM)
Diploma in Project Planning and Management – 2017

Licenses & Certifications

- Leadership in Humanitarian Coordination – UNDP, 2022
- Monitoring & Evaluation for Development Projects – AMREF, 2021
- Gender Mainstreaming and Social Inclusion – ActionAid, 2020

References

Available upon request.