

# AMANDA ZIMMERMAN

## SENIOR PORTFOLIO DIRECTOR

### CONTACT



317-604-1917



Mandy.zimmerman@gmail.com



Indianapolis, IN

### PROFILE

Nonprofit professional with more than ten years of experience across various roles including funder relations, project management, social science research and nonprofit administration. Specializes in understanding stakeholder needs, designing strategic plans to accomplish objectives and ensuring successful project implementation.

### PROFESSIONAL EXPERIENCE

SENIOR PORTFOLIO DIRECTOR, November 2022-present

PORTFOLIO DIRECTOR, December 2019-November 2022

Early Learning Indiana | Indianapolis, IN |

Ensure high-quality service delivery and manage daily client engagement as a liaison between funders, partners and internal teams. Set annual strategic plan. Write project proposals and monthly progress reports. Establish project timelines and track performance. Develop presentations and facilitate partner meetings. Oversee a four-member team.

- Lead a four-year contract with a state agency to provide data, marketing and project services, overseeing all aspects of the Child Care Resource and Referral Central Office
- Partner with marketing team for web, social and campaign content creation
- Drive creation of the Early Learning Marketplace, a two-sided platform for families to reserve openings within more than 500 participating providers
- Design 2Gen engagement strategies and implement creation of family resource navigators, leveraging technology to refer families to needed services

### EDUCATION

MASTER OF ARTS / SOCIOLOGY

Family and Gender concentration  
Indiana University at Indianapolis  
2011

BACHELOR OF ARTS / SOCIOLOGY

Business Foundations minor  
Ball State University  
2008

### SOFTWARE SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Project management software (Monday.com, Trello)
- Remote meeting tools (Microsoft Teams, GoToMeeting, Zoom)
- Salesforce CRM
- SurveyMonkey
- SPSS statistical software

PROGRAM MANAGER, June 2017-December 2019

INFORMATION ANALYSIS & SUPPORT SPECIALIST, June 2015-June 2017

Early Learning Indiana | Indianapolis, IN |

Led projects through planning, implementation and reporting of findings. Facilitated meetings, scheduled tasks and monitored progress. Supported data collection, analysis and reporting to guide organizational decision making.

- Managed outcomes tracking for a five-year, \$20 million grant
- Directed efforts to improve center wait list management, condensing nine lists into one high-quality source
- Led an interagency team in utilizing a cost modeling tool for preschool expansion funding, with results published in annual Early Learning Advisory Committee report
- Redesigned executive dashboard to include key finance, staffing and program performance metrics
- Supported development team in prospect research and tracking

RESEARCH ASSOCIATE, May 2012-June 2015

RESEARCH ASSISTANT, July 2010-April 2012

Girls Inc. National Resource Center | Indianapolis, IN |

Collected, maintained, and interpreted research and statistical information. Managed program evaluations and annual reporting. Developed and delivered trainings to executive and program staff.

- Managed longitudinal program evaluation with over 300 participants
- Directed evaluation reporting for a federal mentoring grant (OJJDP)
- Designed and facilitated focus groups and interviews with children and young teens to inform curricula and research updates