

# AMBER BURKE

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## GRANTS DIRECTOR

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### PROJECT MANAGEMENT | GRANT BUDGETING | HIGHER EDUCATION MANAGEMENT

Professional committed to equity, inclusion, and supporting marginalized youth towards achieving their educational and professional goals. Four years fiscally managing a HRSA grant and then six years progressively advancing through grant development, board development, fund management, and project management roles in a higher education setting. I balance compliance, operational efficiency, and policy analysis with a heart-centered commitment to transformational, ethical, and inclusionary communicative practices.

## WORK EXPERIENCE

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**University of California – Santa Cruz, CA**

### DEPARTMENT MANAGER (10/2019 – Present)

Manage operational and personnel activities within the department of electrical and computer engineering. Advise faculty leadership on policy and project deliverables. Build up infrastructure for communications and student appreciation activities.

- Oversee business, graduate student development, and curriculum planning budgets.
- Oversee all academic appointments for the department's teaching and research efforts.
- Lead communication, development, and student appreciation activities.

### DEVELOPMENT DIRECTOR (03/2018 – 10/2019)

Develop and lead the advisory board within the botanical garden on fundraising and events. Manage gift and grant budgets, identify new funding, supervise students, and direct membership activities. Communicate with team members to ensure grant and donor objectives are met.

- Lead revamping of membership program.
- Launch technology tools for tracking memberships, events, development expenses, and communications.
- Introduce grant planning, development, and evaluation processes to the organization

### GRANT ANALYST (2/2016 – 03/2018)

Provide hands-on services and support to faculty and students in social sciences, humanities, arts, and community services in developing and submitting grants to foundations and federal agencies. A heavy focus on compliance and budgeting.

- Deliver hundreds of proposals to a wide variety of funders, including Dept. of Education, NSF, NIH, Santa Cruz Community Foundation, and Monterey Peninsula Foundation.
- Organize incoming information from faculty to fit the proposal requirements of the funding source.

**Santa Cruz Community Health Centers – Santa Cruz, CA**

Amber Burke

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## **FINANCE SPECIALIST AND INTERIM FINANCE MANAGER (02/2013 – 02/2016)**

Manage financial operations through first HRSA award and capital expansion. Train two new professional financial team members and communicate policies to organizational staff. Prepare A-133 audit, award reports for federal and county grants, and all general accounting activities.

- Oversee accounts payable, credit cards, payroll, grant reporting, financial reporting.
- Develop organizational financial policies at pace with significant expansion and growth period.
- Communicate with board, executive team, and staff on financial topics relevant to their needs.

## **EDUCATION**

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**Gonzaga University** – *Spokane, WA*

Master of Arts – Strategic Communication and Global Leadership May 2022

**San Jose State University** – *San Jose, CA*

Bachelor of Science – Hospitality, Tourism, Event, and Business Management May 2013

## **PROFESSIONAL SKILLS**

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- Project Management.
- Financial Planning.
- Public Speaking and Presentations.
- Training Teams.

## **VOLUNTEER EXPERIENCE**

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**Court Appointed Special Advocate** – *Watsonville, CA*

11/2018 - Present

**Social Services and Foster Youth Support**

- Advocated for three youth involved in the child welfare court.

**Santa Cruz Art League** – *Santa Cruz, CA*

03/2018 – 07/2020

**Arts Exhibits and Education**

- Served on board as fund and development committee member.