

# SARAH WILTSHIRE, M.A.

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## SUMMARY

Project management and proposal development professional with focuses on sustainable development and public health. Proven success in project management, grant research, proposal development, and adaptability in a changing environment.

## PROFESSIONAL EXPERIENCE

MANAGEMENT SCIENCES FOR HEALTH, Remote, CO  
Business Development Specialist

*December 2023–February 2025*

- Managed positioning and proposal development for solicitations from the US government (USAID, CDC) ranging from \$25m to \$100m
- Managed global health security and health economics & financing pipelines, liaising with technical experts to identify and assess funding opportunities
- Managed proposal development teams of 15-25 staff members across departments and locations, ensuring that all team members understood their duties
- Used traditional and agile project management methodology to manage proposal budgets, timelines, and duties of team members.
- Ensured compliance of proposals against solicitation requirements
- Represented MSH in communication with USAID and other funders
- Met with external partners to discuss collaboration opportunities and verify their capacity to complete projects
- Worked closely with external partners on proposals to ensure timely and accurate information is exchanged
- Copy edited proposal elements

ONE EARTH FUTURE FOUNDATION, Broomfield, CO  
Business Development Specialist (and Operations Administrator)

*May 2019–December 2023*

- Managed funding pipeline tracking for all international development and peacebuilding programs, varying from \$500k to \$100m
- Analyzed and managed information for the Business Development Team for prepositioning
- Participated in proposal development, including strategy, content, and budget development
- Developed processes and trained staff
- Liaised with other departments on administrative processes
- Identified key funder and partner contacts, providing summaries for executive use
- Planned & coordinated national and international meetings
- Organized international travel for executives
- Implemented and enhanced Salesforce for the Business Development Team
- Participated in developing capacity statements & strategy planning
- Created proposed budgets in compliance with USG standards and internal policies

VALVERDE MOVEMENT PROJECT, Denver, CO  
Student Fellow

*March 2021–June 2021*

- Identified and qualitatively coded historical documents
- Liaised with members of socioeconomically disadvantaged communities
- Shared information with community members about resources available to them, including COVID-19 vaccination
- Planned and supported community events
- Surveyed diverse community members about quality of life & community needs
- Organized community events to celebrate the diverse culture of the neighborhood and facilitate community dialogue about community needs

THIS IS MY DENVER, Denver, CO

*January 2020–March 2020*

Student Fellow

- Worked with 9th through 12th grade students at Denver East High School to teach them how to research causes passionate to them and create compelling documentaries & other media about their findings
- Coordinated research on the common perceptions and issues youth in Denver faced, including gun violence and climate change
- Led small groups of students (3-8) in developing hypotheses to research, structuring their arguments into thesis statements, and identifying gaps for further research

## EDUCATION

UNIVERSITY OF DENVER, Denver, CO

*June 2022*

Master of Arts in International Development, Certificate in Global Health Affairs

Honors: summa cum laude (GPA: 3.95/4.0)

UNIVERSITY OF DENVER, Denver, CO

*June 2021*

Bachelor's of Arts in International Affairs, Bachelor's of Arts in Economics

Minors: Spanish and Intercultural Global Studies

Honors: summa cum laude (GPA: 3.97/4.0)

## ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint, Outlook), Salesforce, Adobe, Smartsheet, and Google Suite
- Fluent in English and Spanish
- Experienced with SAM.gov, Grants.gov, UN Partner Portal, and World Bank Supplier account registration & management
- Experienced in traditional, scrum, and agile project management methodology