

Sarah Spring

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PROFESSIONAL SUMMARY

Strategic and results-driven Program Manager with 15+ years of nonprofit leadership experience across food security, community services, and arts education. Proven ability to lead program growth, ensure Federal and State compliance, strengthen community partnerships, and improve operational efficiency in fast-paced environments. Recognized for sound judgment, strong communication, and the ability to translate mission-driven goals into measurable community impact.

CORE COMPETENCIES

- Food Bank Operations & Program Management
 - USDA, CDSS & Feeding America Compliance
 - Health, Safety & Regulatory Standards
 - Community Partnerships & Stakeholder Engagement
 - Program Supervision, Planning & Implementation
 - Warehouse Operations & Inventory Control
 - Retail Rescue & Food Recovery Programs
 - Volunteer & Staff Training and Supervision
 - Data Tracking, Reporting & Metrics Analysis
 - Public Speaking & Community Outreach
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PROFESSIONAL EXPERIENCE

Food Bank Manager III

ATCAA Food Bank – Amador-Tuolumne Community Action Agency | Sonora, CA

March 2025 – Present

- Direct day-to-day food bank operations, supervising staff, volunteers, and warehouse activities in alignment with ATCAA personnel policies and food bank safety standards.
- Increased USDA, CDSS, and Feeding America regulatory compliance by 70% by implementing standardized procedures, corrective action protocols, and partner agency training.
- Identified, reported, and corrected health and safety deficiencies, ensuring a safe, compliant, and welcoming environment for staff, volunteers, community members and no OSHA violations.
- Digitized and modernized legacy tracking and reporting systems with Oasis Insight food banking software, improving data accuracy, audit readiness, and partner reporting efficiency.
- Planned, launched, and managed two new community distribution sites, expanding geographic access and service capacity for underserved populations.
- Prepared and submitted accurate state and federal reports, including monthly poundage calculations, compliance documentation, and required metrics.
- Developed and implemented a Feeding America-aligned Retail Rescue Program, strengthening retail partnerships, increasing fresh food recovery, and reducing food waste.
- Revitalized the Food for Kids supplemental nutrition program, coordinating weekly distributions for 24 schools and improving consistency and service reliability.
- Trained and supported partner food pantries and agencies on client intake software, food safety, inventory standards, and compliance requirements.
- Coordinated warehouse logistics including inventory movement, load planning, delivery scheduling, fleet readiness, and emergency response coverage.
- Provided public-facing customer service and community outreach, representing the food bank at partner meetings, trainings, and events.

Specialized Skills: Food Bank Operations Management, USDA/CDSS/Feeding America Compliance, Warehouse Logistics & Inventory Control, Distribution Planning, Retail Rescue Program Development, Client Intake & Partner Agency Software Training, Data Reporting, Metrics Tracking & Record Keeping, Partner Agency Relations & Volunteer Coordination

Graphic Artist / Illustrator

Ursa Ink | California (Remote/Hybrid)

2020 – Present

- Produced 400+ custom illustrations for clients, translating concepts into clear visual narratives aligned with brand goals.
- Managed e-commerce operations including product listings, order fulfillment, customer communication, and inventory tracking.
- Designed UI assets for mobile applications, improving user experience and engagement.
- Developed and delivered a subscription-based digital art service serving 1,000+ global subscribers.
- Created engaging digital and traditional media artworks, including web graphics, full-page, spot, and book illustrations.
- Designed and developed graphics for soft line products, leading to a 25% growth in product line diversity.

Specialized Skills: Adobe Creative Suite (Photoshop, Illustrator, InDesign), Figma, Digital Painting, WordPress, Data Entry, E-Commerce Operations, UI/UX Design, Project Coordination

Program Director

Tuolumne County Arts | Sonoma, CA

2006 – 2025

- Led planning, implementation, and evaluation of countywide arts education and community engagement programs.
- Created and delivered 500+ instructional art lessons, integrating Social Emotional Learning (SEL) and STEAM-based curriculum for diverse student populations.
- Expanded program participation by 40% through strategic partnerships with public schools, artists, and community organizations.
- Revitalized the Arts Reach to Schools initiative by strengthening stakeholder relationships and securing continued funding.
- Planned and executed community art exhibitions and events, increasing public attendance by 35% through targeted outreach and promotion.
- Managed artist recruitment, lesson planning, scheduling, data tracking, and reporting requirements.
- Developed a S.T.E.A.M. arts education curriculum, leading to a successful grant renewal.
- Implemented and managed the “Arts In Schools” program for 16 years, demonstrating consistent contract renewals and long-term success in grant fulfillment and reporting.

Specialized Skills: Lesson Planning, Art Direction, Event Promotion, Stakeholder Communication, Project Management, Community Outreach, Data Entry & Record Keeping

EDUCATION

Academy of Art University San Francisco — Associate of Arts Illustration, 2023

- Specialized in illustrative and environmental painting for gaming and digital media.
- 2022 Juried Exhibition, Spring Art Show. Academy of Art University, San Francisco

CERTIFICATIONS

- ServSafe Food Handler — ServeSafe
- Forklift Certified — OSHA Safety Training Institute
- ASIST Applied Suicide Intervention Skills Training — LivingWorks
- Shinjuku Japanese Language Institute — Japanese Language Intermediate certification