

MAI MOHAMMED ABEDLTAWAB

Program & Project Manager | Community Development | Nonprofit Leadership

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PROFESSIONAL PROFILE

Dedicated Program and Project Manager with 10+ years of experience designing, implementing, and evaluating community development, humanitarian relief, and social impact programs in the Egyptian nonprofit sector. Committed to women's empowerment, youth education, and disability child protection programs that advance dignity and resilience in underserved communities. Expertise across the full project cycle including needs assessment, logical framework development, program design, budget management, stakeholder engagement, monitoring and evaluation (M&E), and donor reporting. Proven ability to mobilize government entities, local NGO partners, international donors, and volunteer networks to achieve measurable outcomes for vulnerable communities. Complementary background in digital transformation supports NGO modernization, data-driven decision-making, and strengthened accountability frameworks. Committed to advancing sustainable development, social equity, and community resilience across underserved populations in Egypt and the MENA region.

KEY QUALIFICATIONS

Program Management: Full project cycle management, needs assessment, logical frameworks (LFA), work planning, M&E

Fundraising & Grants: Grant writing, proposal development, concept notes, donor reporting, budget management

Stakeholder Engagement: Government relations, NGO partnerships, community mobilization, volunteer coordination

Capacity Building: Supervision of instructors, interns, and volunteers, Training of Trainers (ToT), workshop facilitation, curriculum design, mentoring

Monitoring & Evaluation: Impact evaluation, KPI tracking, beneficiary data management, progress reporting

Digital Transformation: NGO digitization, project tracking systems, CMS platforms, digital literacy programs

Leadership: Cross-functional team leadership, board governance, strategic planning, organizational development

Communication: Advocacy, awareness campaigns, public outreach, donor relations, community engagement

PROFESSIONAL EXPERIENCE

Program and Project Manager

AlRahma Charity Organization | Monufia, Egypt

Mar 2015 - Present

- Design, plan, and manage multi-sector community development programs covering health, education, livelihood support, and humanitarian relief, serving over 20,000 beneficiaries in Menoufia Governorate.
- Lead the full project cycle: participatory needs assessment, logical framework development, activity planning, resource allocation, implementation oversight, monitoring and evaluation, and donor reporting.
- Develop grant proposals, concept notes, work plans, and progress reports for institutional donors, government partners, and charitable foundations.
- Supervise and mentor a team of instructors, interns, and community volunteers, establishing clear communication channels and delivering professional development opportunities across program delivery sites.
- Coordinate strategic partnerships with local government bodies, civil society organizations, and community volunteers to ensure inclusive and culturally sensitive program delivery.
- Designed and deployed a digital project tracking system that improved monitoring accuracy and donor reporting quality by 20%, increasing institutional accountability.
- Led community awareness campaigns and capacity-building workshops, achieving 65% growth in community participation and volunteer engagement.
- Applied participatory approaches to community needs assessments to ensure program relevance, local ownership, and alignment with beneficiary priorities.
- Managed program budgets, procurement processes, and financial reporting in compliance with organizational and donor requirements.

Project Manager

Resonal | Cairo, Egypt (Remote)

Mar 2025 - Present

- Manage cross-functional remote technology teams across the full software development lifecycle, applying skills directly transferable to NGO digital transformation and systems implementation projects.
- Apply Agile and Scrum methodologies for iterative delivery, continuous improvement, and stakeholder alignment across distributed teams.
- Track project KPIs, timelines, and budgets using Jira and ClickUp, achieving 30% improvement in client satisfaction through proactive risk management and transparent reporting.

Project Manager and Digital Solutions Lead

Praudly | Kuwait City, Kuwait (Remote)

Feb 2024 - Jan 2025

- Managed delivery of digital platform projects across multicultural remote teams in Egypt and Kuwait, strengthening cross-border collaboration and communication skills.
- Introduced sprint retrospectives and real-time performance dashboards, improving delivery predictability and team accountability.

Project Manager

Sharks Apps | Cairo, Egypt

Oct 2023 - Dec 2024

- Oversaw end-to-end project lifecycles from requirements gathering through deployment, coordinating QA, development, and DevOps teams.
- Maintained technical documentation, release notes, and stakeholder reports ensuring full project transparency and audit readiness.
- Achieved 95% increase in user engagement and 90% reduction in platform load times through structured project oversight.

Board Member and Project Management Director

AlRahma Charity Organization | Monufia, Egypt

Oct 2014 - Feb 2021

- Contribute to organizational governance, strategic planning, and policy development as an elected Board Member of a leading local charity.
- Lead the organizational project management framework, standardizing processes and strengthening accountability across all programs and departments.
- Champion digital transformation initiatives to improve operational efficiency, program transparency, and impact measurement.

Senior Frontend and WordPress Developer

Point Seven, Nilecode, Tabibsoft | Egypt

Oct 2020 - Sep 2023

- Developed web platforms and digital communication tools, including solutions for civil society and health sector clients.
- Delivered UI and UX improvements driving 90% increase in user engagement across client platforms.

Frontend and WordPress Developer

Orxtra, Digi Gates, Upureka | Egypt

Jan 2015 - Sep 2020

- Built responsive, mobile-optimized websites supporting digital communication, donor outreach, and program visibility goals.
- Collaborated with design and backend teams to deliver accessible, high-performance digital solutions.

Web Design and Frontend Instructor

Information Technology Institute (ITI), New Horizons | Monufia and Dakahlia, Egypt

Jan 2015 - Dec 2019

- Designed and delivered competency-based training programs on web technologies and digital skills for 100+ students.
- Applied Training of Trainers (ToT) methodology to ensure participatory, outcomes-based, and learner-centered instruction.

IT Specialist

AlRahma Charity Organization | Monufia, Egypt

Mar 2013 - Sep 2014

- Established the organization's digital infrastructure including database, internal systems, and communication tools, enabling the foundation of a decade-long nonprofit leadership commitment.
- Developed internal reporting templates and documentation systems to improve organizational record-keeping and activity tracking.

VOLUNTEER AND CIVIC ENGAGEMENT

Volunteer

AlRahma Charity Organization | Monufia, Egypt

Dec 2011 – Mar 2013

- Co-managed community outreach programs targeting disadvantaged families in Menoufia, coordinating volunteer teams and logistics for food distribution, health awareness, and educational support activities.
- Supported event coordination, beneficiary registration, and field logistics during seasonal relief distributions and awareness campaigns.

Resala Charity Organization | Monufia, Egypt

Sep 2011 - Dec 2013

- Participated in community service campaigns targeting orphans, low-income families, and people with disabilities across Menoufia Governorate.
- Gained foundational experience in grassroots community engagement, volunteer mobilization, and nonprofit operations that shaped a long-term career in social development.

EDUCATION

Bachelor of Science in Electrical, Electronics and Communications Engineering

Menoufia University | Monufia, Egypt

Jul 2010

CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

- Professional Diploma, Executive Managers License in NGOs - The American University in Cairo and Misr Elkheir | 2026
- Generative AI Professional Diploma - Digital Egypt Pioneers Initiative (DEPI) | 2025
- TypeScript, Node.js and Frontend Development Diploma - Future Work is Digital (FWD) | 2023
- PMP Diploma — YallaPMP | 2022
- Python and Back-End Technologies Diploma - One Million Arab Coders Initiative (OMAC) | 2018
- Training of Trainers (ToT) Program - Information Technology Institute (ITI) | 2015

LANGUAGES

Arabic: Native / Full Professional Proficiency

English: Professional Working Proficiency

TOOLS AND SOFTWARE

Project Management: Jira, ClickUp, Asana, MS Project, Trello

Reporting and Analysis: Microsoft Office Suite, Google Workspace, Power BI (basic), Data Dashboards

NGO Digital Tools: Digital M&E Platforms, Online Grant Portals, WordPress CMS

Remote Collaboration: Slack, Zoom, Google Meet, Microsoft Teams

Version Control and Documentation: GitHub, Confluence, Notion