

City of Madeira Beach
Attn: Hiring Committee
168 150th Avenue
Madeira Beach, FL 33708

Dear Members of the Hiring Committee,

I am excited to submit my application for the position of City Manager in the City of Madeira Beach. With over 18 years of extensive leadership experience in international development, project management, and operational oversight—coupled with a strong background in strategic planning, financial management, and stakeholder engagement—I am confident in my ability to serve and advance the vibrant community of “Mad Beach.”

Throughout my career, I have demonstrated a proven ability to oversee complex programs, manage diverse teams, and develop collaborative partnerships with government agencies, NGOs, and local stakeholders. My current role as Country Director for the Peace Corps in Panama and Ecuador has honed my skills in strategic planning, crisis management, and program implementation—skills directly transferable to municipal governance. I have successfully led multi-million-dollar initiatives, managed budgets, and navigated political and environmental challenges while maintaining focus on organizational objectives and community needs.

My experience working in fragile environments and multicultural settings has strengthened my ability to adapt quickly, communicate effectively, and foster teamwork—qualities essential for leading a dynamic city like Madeira Beach. I am well-versed in operational management, compliance, and policy development, and I bring a collaborative, proactive approach to problem-solving and decision-making.

Holding an MBA in Global Social Sustainable Enterprise and a Bachelor’s in Spanish and Environmental Studies, I am committed to sustainable community development and service excellence. I am excited about the opportunity to bring my experience, leadership, and dedication to Madeira Beach, helping to maintain its unique charm and vibrant island lifestyle while ensuring efficient and effective city services for residents and visitors alike.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the goals of Madeira Beach and how I can contribute to its continued success.

Sincerely,
Anna Galdames

Anna Galdames

- Experience in providing oversight and offering guidance, strategic advice, technical feedback, and support for the development and implementation of extensive multi-year international development programs in developing countries.
 - Field operations and project management specialist with 18 years of experience managing finances, grants, administrative, compliance, procurement, logistics, security, and budgeting for USAID/OTI and other donor-funded projects in transitional, fragile environments such as Iraq, Afghanistan, Kenya, Philippines, Papua New Guinea, Turkey, and Syria
 - Knowledgeable in US Government policies and procedures
 - Strong knowledge of setting up general program management processes, security, and operations systems in complex environments, across multiple offices.
 - Adaptive and collaborative management approach to working with multicultural teams along with strong analytical, proactive problem-solving, interpersonal, and organizational skills
 - Top Secret Security Clearance
 - Native English and fluent Spanish
 - U.S. citizen
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Education

M.B.A., global social sustainable enterprise, Colorado State University, Fort Collins, 2009

B.A., Spanish and environmental studies, Sweet Briar College, Virginia, 2003

Experience

Country Director December 2024- Present

Peace Corps, Panama City, Ecuador

Leads and manages the design, implementation, and evaluation of four programs, ensuring they align with both Peace Corps objectives and local government priorities. Supervises the recruitment, training, and ongoing support of Peace Corps Volunteers, fostering their professional development to enhance the overall impact of our programs. Actively manages political and environmental crises, developing responsive strategies to mitigate risks while maintaining the continuity of program activities. Represents Peace Corps in Ecuador and collaborates closely with local government agencies, NGOs, community stakeholders, and US Embassy. Identifies needs and cultivate strategic partnerships that promote sustainable development initiatives. Provides oversight and guidance on all project activities, which include procurement, staffing, budgeting, financial management, and asset management.

Country Director December 2020- 2024

Peace Corps, Panama City, Panama

Planned, directed, and oversaw strategic, policy, organizational, and program objectives in Panama in coordination with local government ministries. Led cross-functional team in areas such as program development, training and evaluation, procurement, administration, logistics, financial management, medical services, safety, and security. Managed crisis situations, effectively consolidating and mobilizing volunteers during a 38-day period of political unrest. Developed and implemented comprehensive training programs to promote volunteer safety, including proactive disaster response strategies and targeted support mechanisms for victims of crime.

Project Director**July-December 2018/March 2019**

All Children Read/ Digital Liberia
Chemonics International, Washington, D.C.

Provided overall project quality assurance and targeted technical advisement to the \$73 million All Children Read and \$5 million Digital Liberia projects on work planning, strategic linkages with other donors, technical scopes of work, key deliverables, operations research, and M&E. Planned and directed home-office and field technical activities, with emphasis on technical approach strategy and resulting initial work plan. Designed and implements process improvement and change management initiatives to scope and design corporate changes needed in meeting strategic goals.

Deputy Startup Team Leader**February-March 2019**

Iraq Regional Program
USAID/OTI Chemonics International, Erbil, Iraq

Led the startup team in Erbil, coordinated closely with OTI, the chief of party, and deputy chiefs of party to establish all operations systems and resolve complex operations and compliance issues including construction of infrastructure implementation activities. Co-devised the operational security platform.

Acting Chief of Party**April-June 2018**

Syria Sub-Granting Management “Injaz” Program
U.S. Department of State, Chemonics International, Berlin, Germany

Managed the \$29-million U.S. Department of State Bureau of Near East Affairs Office of Assistance Coordination’s project to support education in eastern Syria with a focus on psychosocial support and remedial literacy and numeracy. Designed program strategy, led sub-award development, and trained and mentored program officers on program development, implementation, and M&E.

Acting Chief of Party**March-April 2018**

Syria Education “Manahel” Program
U.K. Department for International Development, Chemonics International, Gaziantep, Turkey

Led \$38 million contract to support governance through education by working with the Syrian interim government education directorates in four provinces for large-scale stipend support, interventions in quality education, and psychosocial support.

Acting Operations Director, Latin America and Caribbean**December 2017-March 2018**

Chemonics International, Washington, D.C.

Ensured sound management principles for daily regional business unit operations and project implementation. Provided management and guidance on personnel issues, project implementation surrounding registration and tax issues, contracts management, and internal operational management. Routinely served as acting senior vice president.

Acting Deputy Chief of Party**September-December 2017**

Support to the Moderate Education Directorates for Teacher Stipends and Set Rates Program
U.K. Department for International Development, Chemonics International, Gaziantep, Turkey

Led the \$14 million program to support the Syrian interim government in Idlib and Aleppo provinces by providing stipends and capacity building for education directorate and school staff. Oversaw design and launch of capacity building initiatives aimed at strengthening payroll systems, teacher management systems, complaints mechanisms, and leadership.

Managing Director**September 2016-August 2017**

Operations and Country Operations Optimization Program (CO-OP)
Chemonics International, Kabul, Afghanistan

Provided leadership, guidance, and management to the CO-OP, supporting a \$410 million portfolio of USAID projects. Led the CO-OP team and worked with seven chiefs of party to ensure each project met technical deliverables and maintained compliance. Liaised with stakeholders in the U.S. government, the Afghan government, the country security team, and the senior project management team on security issues, contingency planning, and other areas. Improved efficiencies of scale, compliance assurance, programmatic risk mitigation, and timely support.

Director of Operations/CO-OP**October 2015-September 2016**

Afghanistan Regional Business Unit
Chemonics International, Washington, D.C.

Provided strategic management support to seven projects operating in Afghanistan to ensure financial and contractual compliance, efficient operations, and management of personnel. Served as acting chief of party for five weeks for the \$79 million Regional Agriculture Development Program, with 70 staff in three provinces of Afghanistan. Met programmatic deliverables and ensured ongoing programming momentum. Served as acting senior vice president as required.

Closeout Specialist**October-November 2015**

Kenya Transition Initiatives for Stabilization
USAID/OTI, Development Alternatives Incorporated, Nairobi, Kenya

Worked with field office to identify and resolve all outstanding items during project closeout. Ensured project closeout complied with USAID and corporate policies and procedures.

Project Manager**August - October 2015**

Adaptation Thought Leadership and Assessment
USAID, Chemonics International, Washington, D.C.

Managed daily project operations and activities, including communication with the field office and USAID, compliance, financial management, and recruitment of project staff and consultants. Reviewed and provided guidance on project technical work and project reports.

Program Specialist and Acting Operations Manager**May-July 2015**

Biodiversity and Watersheds Improved for Stronger Economy and Ecosystem Resilience Program
USAID, Chemonics International, Manila, Philippines

Managed daily financial, contractual, and programmatic activities for a \$22-million biodiversity conservation and watersheds contract. Provided critical management support to ensure successful implementation and developed an action plan to improve project results and performance against M&E indicator targets. Communicated with senior project government counterparts to move project activities forward. Submitted monthly progress reports to USAID on progress and communicated any potential changes to the plan. Engaged counterparts to identify activities in priority field sites.

Interim Deputy Chief of Party/Grants and Subcontracts Oversight Specialist**July-October 2014**

Financial Access for Investing in the Development of Afghanistan
USAID, Chemonics International, Kabul, Afghanistan

Managed daily operations of a \$108 million project, including subcontracts, procurement, compliance, and a \$2 million grants program. Supervised the subcontracts and grants teams and provided regular guidance and mentorship. Trained several staff members to administer grants and procurement. Liaised directly with the chief of party and technical staff to ensure project activities

and budgets aligned with project goals and USAID's expectations. Monitored execution of work plan activities and compliance with contract provisions.

Director of Business Operations

April 2013-March 2014

Multiple donors, Populations Services International, Papua New Guinea

Managed a \$20 million project portfolio of five projects funded by Australia's Department of Foreign Affairs and Trade, Exxon, USAID, and Global Fund in the areas malaria; tuberculosis; gender-based violence; women's economic empowerment; water, sanitation, and hygiene; HIV prevention; and condom social marketing programs. Ensured compliance with all donor requirements related to program implementation, including technical and financial reports for donors. Supervised 18 local professionals, including support staff and technical advisors.

Finance and Operations Manager

August 2011-March 2013

Community Forestry in the Darien program

USAID, Chemonics International, Panama City, Panama

Oversaw project reports and communication for \$4 million project portfolio. Supervised a technical team of 15. Strengthened program implementation through extensive staff training, effective resource allocation, managing relationships, and effective project communications. Developed processes, procedures, and tools that enhanced the smooth functioning of the project internally and externally with counterparts and stakeholders. Oversaw M&E activities and data collection. Served as acting chief of party as needed.

Project Management Associate

October 2010-July 2011

Bolivia Productivity and Competitiveness

USAID, Chemonics International, Washington, D.C.

Provided contract administration, operations, budgeting, and financial management support to the field office. Trained grants team, reviewed, and streamlined grant-making processes.

Co-Founder

October 2008-December 2009

Organic Oasis, Lima, Peru

Created agribusiness enterprise for urban farming technology. Managed grants for the business and led team of technical experts to develop aquaponics micro-franchise kits.

Youth Development Extension Agent

December 2006-August 2008

UF/IFAS Extension Services, Immokalee, Florida

Managed an \$80,000 program focused on youth development. Led program strategy. Oversaw volunteers, program management, recruitment, staffing, communications, and training. Led a strategic analysis of all policies and procedures, resulting in recommendations to the regional administrative committee to optimize youth programming and ensure compliance with state and federal laws.

Volunteer Coordinator

February-December 2006

Rookery Bay National Estuarine Reserve, Naples, Florida

Managed more than 80 volunteers for environmental conservation activities focused on providing a basis for informed coastal decisions.

Peace Corps Volunteer

September 2003-November 2005

Peace Corps, Agro-ecological Association of Guardians, Panama City, Panama

Created a social enterprise focused on ecotourism. Managed a USAID grant for infrastructure and organization development of the community ecotourism social enterprise.