

**Rona S. Yagi Fukumoto**



**WORK**

**EXPERIENCE**

2015 – Present                      **Catholic Charities Hawai‘i**                      Honolulu, HI

***Division Administrator***

The Division Administrator (formerly Director of IIR) serves as a member of the Senior Management Team and is responsible for oversight, strategic planning, grant writing and fund development for the Intake Unit, housing placement, homelessness prevention, shelter, and veteran housing services.

2004 – 2015

***Director of Intake, Information and Referral (IIR)***

- Provide supervision of both paid and volunteer staff, through case review, planning, and management.
- Develop policies, procedures and protocols, as needed, to carry out the activities of the agency and unit and meet contract obligations, including defined service activities.
- Secure grants and funds to support the agency and unit’s work in being able to provide services and assistance to people-in-need, primarily for housing related services.
- Prepare statistical and narrative reports and unit evaluations as well as conduct quality assurance reviews of program files. Serve on the Quality Assurance committee.
- Serve as a liaison between Catholic Charities Hawai‘i (CCH), the community- at-large, and parishes.
- Participate in community, parish, and state planning in regard to enhancing the coordination of service delivery among organizations, community/government agencies and groups serving the homeless or persons at-risk of homelessness.
- Solicits and coordinates material donations for CCH programs and clients.
- Serve as CCH’s representative to the Hawaii State Voluntary Organizations Active in Disasters.

1995 - 2004                      **Winners at Work**                      Honolulu, HI

***Vice President and Director of Employment & Community Programs – February 2003 to February 2004***

In addition to the duties of the Acting Director of Program Services the following responsibilities were met:

- Acted as the primary writer on a contract to provide Medicaid Waiver Services through the Department of Health’s Developmental Disabilities Division with the oversight of the Department of Human Services. Contract to start January 2004.
- Provided staff support for a newly created Program Committee, which reports to the Board of Trustees.

***Acting Director of Program Services – October 2001 to February 2003***

*Assistant Director of Program Services – July 2001 to September 2001*  
*Program Coordinator – January 1999 to July 2001*  
*Employment Consultant – April 1998 to January 1999*  
*Employment Specialist – September 1995 to April 1998*

**EDUCATION** University of Hawai‘i at Manoa Honolulu, HI  
**Master of Public Administration**

University of Hawai‘i at Manoa Honolulu, HI  
**Bachelor of Arts – English**

Volunteer Resource Center of Hawaii  
**Certificate in Volunteer Management**

**Pacific Century Fellows, Class of [REDACTED]**

**VOLUNTEER WORK** 2014-Present **Hawaii Housing Finance and Development Corp.**  
*Director*

2012-Present **Catholic Charities Housing Development Corp.**  
2011-Present **Hawai‘i State Department of Human Services**  
**Financial Assistance Advisory Council**

*Council Member*

- Render advice and information to the department on matters relating to financial assistance programs.

1997-2014 **Hawai‘i Parkinson Association**  
*Board Member*

- “Breaking the Barriers 5K Run/Walk” 1996 Chairperson
- Keiki Area Co-chairperson for Carol Kai Charities’ 2001 “Hawaii Home Grown Products and GARlic Festival”

1993-1997 & 2006-Present **Project Dana, Interfaith Care Giving**

- Provided respite care through home visits to frail-elderly individuals
- Received specialized training on working with the elderly

September 2008 **Asia Pacific Volunteer Leadership Conference**  
*Disaster Readiness and Recovery Stream Coordinator*

- Coordinate international presentations on disaster readiness and recovery
- Recruit and host speakers
- Recruit vendors and coordinate resource fair