

KRISTIN DAVIDSON

Professional Summary

Versatile team leader effective at working collaboratively with staff, volunteers, and community partners. Exceptionally motivated, goal-driven, and meticulous in all areas of work performance. Hands-on approach to solving problems and ready to apply experience and expertise to a challenging new position.

Skills

- Presentation skills
- Key relationship management
- Policy development
- Proposal management
- Goal attainment
- Good communication skills
- Strong written and verbal communication skills
- Strong initiative

Work History

Field Supervisor/Prevention Coordinator, 11/2015 to 09/2019

Williamson County Juvenile Services – Georgetown, TX

- Performed complex social service work in interviewing and counseling;
- Assisted juvenile offenders and families in development and strengthening skills needed to maintain productive positive lifestyles;
- Focused efforts towards diversion of youth from commitment to Texas Juvenile Justice Department (TJJD);
- Developed quality relationships with personnel in law enforcement, schools, community organizations, and other social service agencies;
- Made appropriate referrals to Department programs and resources;
- Monitored compliance with Deferred Prosecution and Court Ordered Probation cases;
- Appeared in juvenile court and testified for detention, disposition, modification, certification and determinate sentence hearings;
- Made decisions regarding the detention of juveniles based on Family Code criteria;
- On and off-site supervision of officers and staff;
- Wrote grants, implemented grant-funded programs, collected and evaluated data, and provided quality assurance for grant-funded programs;
- Managed Department social media accounts;

- Monitored compliance with the Compliance Resource Manual (TJJD) and Department Policy and Procedure by conducting monthly audits;
- Developed and modified Department policies;
- Completed employee evaluations and progressive discipline;
- Supervised social work, psychology, and criminal justice interns;
- Conducted training for officers, support staff, volunteers, interns, and community partners;
- Coordinated all community efforts including Family Nights, Back to School events, and holiday related events to connect youth and families to resources and engage with community partners; and
- Planned and executed conferences related to juvenile justice and mental health

Grant Writer/Fund Development, 09/2011 to 12/2016

K9 Kokua – Honolulu, HI

- Wrote, reviewed and edited proposals for grants, gifts and contracts;
- Researched appropriate funding sources such as government programs and private foundations;
- Collected information on existing programs to demonstrate cohesive and sustainable organization to funders;
- Organized material to research and complete writing tasks;
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content;
- Referred clients to appropriate team members, community agencies and organizations to meet needs; and
- Cultivated relationships with community, business and local citizen leaders in order to bring awareness to K9 Kokua and bring in new donors and volunteers

Marketing Director, 03/2014 to 11/2014

The TEARS Foundation – Puyallup, WA

- Coordinated innovative strategies to accomplish objectives and boost long-term sustainability;
- Deployed campaigns, events and public relations strategies to facilitate smooth and successful fund development and organization promotion;
- Grant writing and reporting;
- Cultivated new donors and nurtured donor relations; and
- Represented the foundation at community events

Criminal Justice Planning Specialist, 06/2010 to 12/2012

Hawaii Department Of The Attorney General – Honolulu, HI

- Disseminated information statewide regarding available programs and funding opportunities;
- Assisted public and private agencies in developing grant applications;

- Reviewed project applications and drafted funding recommendations to the Branch Chief;
- Provided consultation and technical assistance in project development and implementation;
- Monitored the programmatic and fiscal progress of the projects and their compliance with applicable rules and conditions; and
- Prepared applications for federal grants

Program Coordinator, 03/2009 to 04/2010

Girls Scouts Of Hawaii- Beyond Bars Program – Honolulu, HI

- Administered all aspects of a national leadership development program for at-risk girls with incarcerated mothers;
- Developed and administered curriculum;
- Developed grant proposals and submitted reports;
- Oversaw program finances (budgeting, delegating, and reporting);
- Recruited, trained, and supervised staff; and
- Partnered with community service providers to enhance learning and leadership with at-risk girls and women

Case Manager, 08/2005 to 12/2008

Court Appointed Special Advocates (CASA) – Boise, ID

- Conducted assessments of various parties for child protection cases;
- Reported and submitted recommendations to family court judges throughout the case;
- Collaborated with legal counsel to advocate for the best interests of the child;
- Referred clients to community resources based on individual needs;
- Worked collaboratively with family court, juvenile court, treatment providers, and Department of Health and Welfare;
- Recruited, trained, and monitored volunteers and attorneys;
- Planned fundraising events and secured donations;
- Conducted trainings ranging from child development, cultural competence, domestic violence, and drug identification; and
- Compiled data for grant and financial reports

Education

**Master of Science: Criminal Justice Administration,
Chaminade University of Honolulu - Honolulu, HI**

**Bachelor of Science: Criminal Justice Administration,
Boise State University - Boise, ID**

Associate of Arts: Communication,
Boise State University - Boise, ID