

KEY ATTRIBUTES

Results-driven Director combining 10+ years of experience in cultural preservation, program management, fundraising, community involvement and staff development to achieve policy initiatives. Proven expertise in aligning operational standards, \$7 million budget coordination and strategic planning to drive project objectives. Credited with strong ability to translate market data and advocacy efforts to deliver results in marketing, PR and presentations. Extensive background leading projects with cross-organizational and cross-cultural teams within tight deadlines. Accomplished taking projects, programs and operations from concept to launch. Recognized for strong ability to identify trends, develop competitive strategies and communicate strategically planned projects to Board Members

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|-------------------------------|-------------------------------------|-------------------------|
| ▪ Program Development | ▪ Culturally Mindful | ▪ Board Engagement |
| ▪ Project Optimizations | ▪ Critical Functionality Management | ▪ Change Integration |
| ▪ Strategic Planning/Analysis | ▪ Cost/Benefit Analysis | ▪ Fiscal Responsibility |

PROFESSIONAL EXPERIENCE

Conservation Council For Hawaii, Honolulu, HI

2020 - Present

Executive Director

- Responsible for day to day operations.
- Build and Maintain partnerships with Universities, State and Federal Agencies, and Community Partners.
- Develop and Implement work plans and organizational structure.
- Oversee litigation efforts.
- Manage events, volunteers, and educational programs.
- Monthly and annual auditing of expenditures and income, maintaining sound fiscal processes.
- Leading organizational change through monitoring, evaluation, and systematic processes.
- Develop Standard Operating Procedures (SOP') to ensure organizations operations are carried out efficiently.

HI'IPAKA LLC, Waimea Valley, HI

2017 – 2019

Assistant Executive Director

- Responsible for overseeing Facilities, Botanical, Cultural and Food Services Departments. To include all recruitment, hiring and training of staff.
- Manage an operating budget of \$7Million+
- Build and Maintain partnerships with Universities, State and Federal Agencies, and Community Partners.
- Develop and Implement Work plans for all departments.
- Write and maintain contracts for maintenance and construction projects. Including full procurement processing.
- Compose contracts for outside vendors and tour operators to include admission, tours, meals, and special events.
- Monthly and annual auditing of expenditures and income.
- Leading organizational change through monitoring, evaluation, and systematic processes.
- Develop Standard Operating Procedures (SOP') to ensure organizations operations are carried out efficiently.

Peace Child International Hawaii, Honolulu, HI

2016-2017

Director

Leadership

- Serve as point of contact for Peace Child International: UK and ensure that the partnership goals are met and the mission of PCI is adhered to and advanced.
- Oversee the WYC Committee structure to ensure that planning for the WYC is on track: secure WYC Committee lead positions and build the volunteer network, support the development of action plans for each committee, manage lead positions to meet goals of the action plans, and ensure cross-collaboration of committees so that action plan activities are aligned.
- Oversee the coordination of planning events: convene WYC committee lead meetings on a regular basis and host quarterly full committee + community planning events.
- Develop and manage the WYC 2017 calendar that includes an overall timeline for all planning activities and milestones.
- Secure logistics for WYC 2017 – accommodations, meeting spaces, transportation, etc.
- Build and manage a robust network of partners to support the planning and implementation of the WYC 2017 including the execution of MOUs, MOAs, service agreements, and contracts.
- Develop communications and administrative protocols for collaboration among all stakeholders.

Fiscal Responsibilities

- Ensure the development of a realistic and ambitious funding plan in collaboration with the Board

of Directors and Kupuna Advisory Council.

- Oversee, monitor and manage fund development strategies including formal “asks,” grant applications and management crowd-funding campaigns, fundraising events, etc. to meet fundraising goals.
- Cultivate and manage relationships with existing and prospective funders including, but not limited to, private foundations, individual donors, and government agencies.

Community Engagement and Public Relations

Coordinate the communications strategy and oversee the development of associated promotional and fundraising materials including newsletters, press releases, and event invitations.

Ensure effective and appropriate use and updating of the PCI: HI website and social media

Develop and deepen local, national, and international relationships with an expansive network of communities, program partners (e.g. nonprofit and community organizations, K-12 and higher education institutions), and funders (e.g. government funders, foundations, corporate sponsors)

TEACH FOR AMERICA, Honolulu, HI

2015 - 2016

Manager, External Affairs

- Achieve initiatives by cultivating and strategically managing a donor portfolio averaging \$1.6 million donations annually.
- Boost donations, gifts and charitable contributions by gaining community support and developing key coalitions with a shared sense of purpose through awareness events and fundraising opportunities.
- Increase transparency into current positioning with strong timeline management of the scope of deliverables, schedules and budgets to proactively monitor deviations from targets.
- Enhance employee integration by training and mentoring staff as they developed the necessary skills to be active stewards on a daily basis.
- Attract increased attendance at fundraising events by planning working with internal and external partners to ensure rich, engaging and inspiring occasions strategically tailored to the donor base.
- Improve market exposure by developing pitches and stories for a wide range of public facing events.

HI'IPAKA LLC, Waimea Valley, HI

2013 - 2015

Program and Promotions Manager

- Championed change by spearheading the planning, development, organization and advertising strategy within a budget of \$300,000, shifting the focus to engaging interactive involvement with guests.
- Revamped the content and design of the website, newsletters, email/mail campaigns, press releases, flyers, brochures, blog postings, logo and business cards to ensure a cohesive, clear and attractive brand.
- Increased efficiency by helping the Events Coordinator to create vision and set milestones to ensure accountability and timely execution of responsibilities for all involved departments.
- Achieved better estimates for future policy decisions by reviewing contracts involving vendors and partnerships, to streamline resource allocation and expenses.
- Delivered strong fiscal results by drafting an accurate budget and effectively regulating expenditures.

STATE OF HAWAII, Honolulu, HI

2011 - 2013

Harbormaster

- Maximize resources while developing a formal workflow for operational and facilities management of the harbor in accordance with the Hawaii Revised Statutes.
- Mitigated risk exposure by overseeing contract work, performing vessel inspections and collaborating with federal, state, city, private, and public agencies
- Advanced improvements by identifying projected needs and priorities, developing integration strategies and coordinating with respective staff to ensure successful upgrades.
- Minimized costs by routinely producing expense reports and monitoring budgets to adjust accordingly.
- Form Community group to review Administrative Rules pertaining to Ocean use and make recommendations for change to DLNR – DOBOR administration.

YMCA, Honolulu, HI

2010 - 2011

Associate Executive Director (Camp Erdman)

- Accomplished initiatives within a \$2 million operating budget with financial development through annual support campaigns and strong fiscal management.
- Grew exposure by developing engaging marketing material with attractive promotions and programs while strategically managing grants and stakeholder relationships.
- Delivered efficiency by organizing and prioritizing assignments according to project timelines and milestones reached, resulting in consistent administration of staff development and fundraising programs.
- Establish, build, and maintain community relationships, collaborations, and partnerships.
- Improved the competitive positioning by revamping programs with changes to the design, activities and vendors based on staff and customer feedback.

- Enhanced results by improving HR through interviewing, hiring, training and mentoring of international staff, summer staff and associate program directors for cross-functional roles.

BOARD AFFILIATIONS

Board Member, North Shore Community Land Trust
Former Board Member, Neighborhood Board (27) Subdistrict 2

EDUCATION

B.A., Psychology, University of Hawai'i – West Oahu