

REINA MIYAMOTO

SUMMARY OF QUALIFICATIONS

29p years of experience in non-profit management with small and large organizations
Experienced group facilitator with various community groups
Successful event planning & execution with volunteer leadership & support
Experienced with grant writing, management, & reporting
Managed up to 30+ staff members

PROFESSIONAL EXPERIENCE

HAWAII HOMEOWNERSHIP CENTER (HHOC)

EXECUTIVE DIRECTOR	January 2019 - present
• Also Executive Director for Non-Profit Affiliates, HHOC Mortgage & HHOC Housing and Land Trust	
ASSISTANT EXECUTIVE DIRECTOR	October 2017- December 2018
PROGRAM DIRECTOR	June 2006 – October 2017

Experiences & skills gained through these positions:

- Works with the board of directors for HHOC and its non-profit affiliates to ensure financial sustainability, program quality, and operational oversight for all entities.
- Developed a strong staff team to deliver quality programs that evolve to match the changing real estate industry, meet the needs of the community, and our growing membership base. Investment in training, team building, and collaboration is the foundation for program goal achievement and compliance.
- Worked with staff and partners to create & deploy new affordable lending products, implement HHOC Housing and Land Trust program including purchase, renovation, & resale of below-market rate homes that will remain affordable through subsequent resales.
- Successful submission of funding proposals, works with staff to ensure contract fulfillment and reporting. Implements donor cultivation & acknowledgement plan. Marketing support leveraged from volunteers to assist with community outreach and donor recognition.
- Works with the board members and committee volunteers to plan and execute fundraising events to meet the needs of HHOC. Chaired a committee of cross-sector representatives from government, lending, real estate, and media to deliver community home buyer fairs.
- Administrator for health insurance and retirement plans.
- Provided direct service and outreach presentations.
- Interim Executive Director from January through March 2008.
- 1 of 3 past representatives in the Pacific District for the NeighborWorks America HomeOwnership Center Advisory Committee. Group membership was primarily HomeOwnership Center managers representing districts across the country.

POSITIONS THROUGH THE YMCA OF HONOLULU:

WEED & SEED, OPERATIONS OFFICER	April 2003-June 2006
CENTRAL YMCA, RESIDENCE & MEMBERSHIP DIRECTOR	July 2002-March 2003
WEED & SEED, KALIHI-PALAMA-CHINATOWN SITE COORDINATOR	October 2001-July 2002
CENTRAL YMCA, YOUTH DIRECTOR	November 1995-October 2001

Experiences & skills gained through these positions:

- Able to develop partnerships with different segments of the community to improve neighborhoods including Honolulu Police Department, government agencies, resident & service organizations, public housing groups, non-profit & for-profit organizations. Developed a collaborative relationship with Stevenson Middle School to integrate YMCA programming into their elective offerings.

- Facilitated community meetings and chaired a YMCA peer group to meet association goals for teen programs.
- Public speaking to groups of varied sizes and promoting events & projects with the media when needed.
- Responsible for grant writing, monitoring, and reporting. Included developing and working with groups to follow project budgets.
- Trained and developed staff team to deliver quality branch and statewide programs.
- Planned & implemented marketing and promotion plans to reach program & membership goals.
- Worked with volunteers to deliver program services, execute large-scale neighborhood restoration projects, and fundraising activities.

EDUCATION & OTHER EXPERIENCES

BOSTON UNIVERSITY – Boston, MA – Bachelor of Arts, Art History

MORTGAGE BANKERS ASSOCIATION OF HAWAII - Former Board Member

NATIONAL NEIGHBORWORKS ASSOCIATION - Board Member