

An avant-garde theorist with diverse, extensive experience in organizational development, fundraising, program development, and non-profit management. Proven ability to quickly analyze key organizational initiatives and develop strategies to increase stakeholder investment.

Elevated veracity, energetic leader known for envisioning and creating successful results in multifaceted circumstances. Diverse industry and practical expertise with a persistent commitment to increasing operational budgets and stakeholder participation. *Areas of Excellence include:*

- Database Management
- Fundraising
- Stakeholder Awareness
- Developing New Funding Sources
- Forming Strategic Alliances
- Board Development
- Grant Research/Writing
- Grant Reporting
- Policies & Procedures
- Program Development
- Strategic Planning
- Organizational Processes

EXECUTIVE HIGHLIGHTS

Successful development career through grant writing, fundraising & membership development

- **Donor Development** – Designed and implemented member programs, investments, collateral and services. Presented entrepreneur workshops and seminars. Creates and nurtures positive donor relationships. Receive, record and respond to donations in a timely fashion. Process and mail thank you letters to financial and in-kind donors. Provide leadership for social media efforts. Maintain and regularly update the website.
- **Organizational Development** – Envisioned and established the chamber's vision, mission and purpose. Formed committees, processes, procedures and policies with the assistance of the Board of Directors. Designed and produced marketing material, job descriptions and financial management system. Recruited & organized volunteers.
- **Fundraising** – Raised operating funds as well as in-kind contributions from various corporations and stakeholders. Provided staff leadership for fundraising events. Served on the Board for the successful planning, execution and evaluation of major events. Managed overall development efforts to reach benchmark goals. Trained and organized volunteers for special events.
- **Program Development** – Designed, developed and implemented various programs that provided services to stakeholders and/or constituents.
- **Grant Writing** - Identified, developed, and managed grants that fund programs and services. Researched grant opportunities. Researched prospective funding sources, wrote grant proposals. Maintains accurate database of all grants and adheres to grant management life cycle for application and reporting. In coordination with the Bookkeeper ensures granted funds are appropriately used according to funders' requirements.

CAREER DEVELOPMENT

ATA Services
March 2024-June 2024
Contract Specialist

Honolulu, HI

For the State of Hawaii Department of Health, reviews all contracts entered into by the hiring department or program for compliance with applicable policies, rules, regulations and laws and provides technical assistance to program staff in the development, management, and execution of contracts; serves as departmental liaison with the Attorney General's Office and as coordinator with the Director's Office and the various programs in matters relating to contracts.

Child and Family Service
November 2022-May 2023
Private Grants Officer

Ewa Beach, HI

Responsible for contributing to the organization's sustainability, strategy, and initiatives by working with senior and executive leadership to maintain current private grants as well as identify and secure new private grants.

Develop a pipeline of grant opportunities through funder prospecting and cultivation:

Create an effective resource development processes (e.g.: prospecting, vetting, program office engagement, proposal development, award announcements, stewardship, and reporting);
Oversee the entire private grants process, including tracking systems, reporting (internal and to funders), and proposal development;
Ensure budgets align with funder requirements and organizational needs;
Control recordkeeping, vetting, and go/no go decisions processes.

Convenes and oversees a team of grant writers, editors, quality assurance reviewers, and other departmental leads to plan, develop, produce, and submit high quality and timely grants and reports. Additionally, coordinates with funders, program leadership, and appropriate administrative departments to ensure grant funds are expended within funder requirements and deadlines. This requires a high level of communication, coordination, and organizational skills to manage multiple grants simultaneously.

Strong leadership, organizational, and decision-making skills; exceptional writing & communication skills; and able to succeed in a fast-paced, dynamic environment.

Hawaiian Community Assets
May 2021 to August 2022

Honolulu, HI

Grants Manager

Responsible for grants management, budgeting, data collection and grant reporting. Participates with team members in program development, client services.

Ensures program integrity and contractual requirements are met accordingly and on time.

Ensures and provides excellent customer service to program clients, visitors, donors and volunteers, and advances the mission and goals of HCA to empower native Hawaiian communities.

Work collaboratively with teams and event volunteers to successfully plan and implement special events (fundraising events, program or service events, or community events).

Prepare monthly updates and scheduled written reports on program outcomes to meet internal and external program reporting requirements.

Conducts analysis of grant agreements in order to track and meet critical deadlines of deliverables and all matters of compliance.

Develops protocol for data collection of awarded grants reporting

Develops and Implements program processes to meet grant requirements.

Responsible for monitoring 35 grants for performance.

Maintained 35 grants totaling \$19M across programs.

YWCA OAHU DRESS FOR SUCCESS

March 2016 to March 2020

Program Coordinator

Hawaii

Responsible for grants management, budgeting, data collection and grant reporting. Participates with team members in program development, client services.

Ensures program integrity and contractual requirements are met accordingly and on time.

Ensures and provides excellent customer service to program clients, visitors, donors and volunteers, and advances the mission and goals of the YWCA to empower women and eliminate racism.

Ensure program outputs meet or exceed DFS Worldwide affiliate program expectations and goals.

Work collaboratively with YWCA teams and event volunteers to successfully plan and implement special events (fundraising events, program or service events, or community events).

Ensure timely and accurate data input into Client Track

Prepare monthly updates and scheduled written reports on program outcomes to meet internal and external program reporting requirements.

Conducts analysis of grant agreements in order to track and meet critical deadlines of deliverables and all matters of compliance.

Collaborates with Finance to manage and track expenditures as required by funder.

Collaborates with Marketing to increase visibility of grant-funded initiatives

Collaborates with Marketing to increase social media presence

- Reports on program outcomes as required
- Prepares annual budget with team members
- Develops protocol for data collection of awarded grants reporting
- Develops and Implements program processes to meet grant requirements.
- Maintains monthly budgeting drawdowns
- Responsible for monitoring 8 grants for performance and budgeting.
- Maintain \$350K program budget across 4 programs.

THE DREAM CENTER FOR YOUTH DEVELOPMENT/NATIONAL FOSTER CARE REGISTRY

January 1987 to March 2016

President **Hawaii, Washington, DC**

Provides positive youth development services to youth aging out of foster care. Ensuring youth age out with sustainable employment, housing and solid adult support systems. Successfully researched, prepared and submitted grants for housing and job training programs.

- Board Administration and Support -- Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff
- Program, Product and Service Delivery -- Oversees design, marketing, promotion, delivery and quality of programs, products and services
- Financial, Tax, Risk and Facilities Management -- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations
- Human Resource Management -- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
- Community and Public Relations -- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders
- Fundraising -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, grant writing, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation
- Work closely with foster care youth, advocates and families to ensure youth aging out of foster care possess tools required to transition successfully into adulthood.
- Provide trauma informed care training to direct care providers, families, case workers, CASA/GAL.

KINGDOM BUSINESS DEVELOPMENT SERVICES, INC

January 2010 to March 2016

President **Washington, DC, Hawaii**

Non-profit corporation providing consulting services to the nations NPO's. Provides database management, strategic alliances, develops policies & procedures, fundraising, board development, program development, grant research, strategic planning, develop new funding sources, grant reporting, organizational processes. Secured more than \$2M in corporate and private funding for social services programs for faith based organization.

Provide clients with full scale design of grants management of grant lifecycle to include administration, accounting, reporting etc.

Manage budgeting and project time tables

Identify and set deadlines

Developed various NPOs from program development to board development and property acquisition.

Developed relationships with private and federal agencies.

Work effectively and efficiently with as a team member in a collaborative approach to expand the number of grants.

Responsible for the interpretation of grant applications.

Prepared proposals and budgets.

Developed and maintained relationships with prospective and current grant funders.

Prepared interim and final narrative reports per funder's requirements.

Identified, developed, and maintained grants that fund programs and services.

Responsible for researching grant opportunities.

Developed relationships with private and federal agencies.

Worked effectively and efficiently with team members in a collaborative approach to expand the number of grants.

Responsible for the interpretation of grant applications.

- Prepared proposals and budgets.
- Developed and maintained relationships with prospective and current grant funders.
- Prepared interim and final narrative reports per funder's requirements.
- Determined feasibility of developing programs to supplement local annual budget allocations.
- Submitted proposal to officials for approval.
- Identified and researched government sources of funding.
- Gathered and maintained current files on organizational programs and projects.
- Maintained consistent communication with programs staff and management to determine goals and objectives.
- Developed cultivation strategies, communicated with potential and current institutional funders.

THE HOBSON MANAGEMENT GROUP,
President **Hawaii, Florida, Washington, DC**

January 1987 to March 2016

Consulting agency specializing in business development for small to medium sized businesses. Developed and designed all marketing material and website. Acquired over 20 clients in 30 days ranging from technical design companies to hospitality training institutes. Participated on proposal team that acquired \$4B federal contract for engineering company. Secured \$4B in federal funding for economic development project for environmental engineering firm.

- Trains entrepreneurs in financial and operations management.
- Reviews credit reports and financial statements to determine if clients are bankable.
- Provide site location assistance for business owners.
- Prepares business plans for funding and operational purposes for various industries.
- Prepared feasibility study for company.
- Prepared small and minority business certifications and loan packages.
- Provides business development (business plans, loan proposals, etc.), administrative and computer support services through start-up assistance, expansions, mergers, acquisitions, database creation, reorganizations, accounting, bookkeeping, marketing, human resources and income tax preparation to small and medium size businesses.
- Prepares grants and proposals for various industries that are submitted to federal, state and local government agencies as well as private funding sources and corporations.
- Responsible for the day-to-day operations of the business.
- Held weekly staff meetings to discuss department goals, budgets, and personnel issues.
- Hire and trained staff in financial management, marketing, business planning and human resources.

SKILLS

Word Processing Software: Professional Write, Windows Write, WordPerfect 4.2/5.0/5.1/6.0, Microsoft Word, AMI PRO, Display Write 4, Multiplan, MultiMate, 40 wpm

Film Editing Software: Adobe Premier, Matrox, Final Cut Pro

Desktop Publishing Software: Print Shop Deluxe, Interleaf, Harvard Graphics, MS Publisher, PowerPoint, Print Artist, MediaFace 4

Spreadsheet Software: Lotus 123, MS Excel, Corel

Accounting Software: Peachtree Accounting, Quicken, QuickPay, QuickPro, Quickbooks, QuickBooks Pro, MAS90, Deltek

Collaboration/Database Management: MS Access, 1st Act (Database Management Software), Membership Manager II (Database Management, Contact Manager and Accounting Software), Summation (Litigation Support Software), SharePoint, Financial Edge, Raiser's Edge, eTapestry

Scanners: ScanPlus, Visioneer Paperport (Scanning Software), Neat

Email Systems: cc:Mail, Eudora, Microsoft Outlook, Yahoo, Netscape, Network Solutions

Search Engines/Browsers: Netscape, Lycos, Excite, Infoseek, Alta Vista, LookSmart, Yahoo, Bing

Hardware: Datapoint, Apollo, IBM 34/36/38, Decmate, Univac (Burroughs, System 1100) NEC, Wang, Gateway, Canon, Dell, Apple, Microsoft, Compaq

Programming: COBOL, Basic, RPGI & II

MEMBERSHIPS

- Small Business Council - Chamber of Commerce of Hawaii

- Affiliated Associations Chambers Council - Chamber of Commerce of Hawaii
- Sister Cities Task Force - Office of the Mayor, Honolulu
- Board of Directors - African American Chamber of Commerce of Hawaii
- STARS Complex Advisory Board - City of Fort Myers, FL
- Grant Professionals Association