

Green Dog Projects

Explore. Create. Sustain.

KIMBERLEY COFFEE-ISAAC

Green Dog Projects works with organizations and entrepreneurs to help them align their vision and values with action and outcomes. By supporting event and project design and implementation activities we guarantee success and company sustainability.

Project Management * Coaching, Facilitation, Mentoring * Event Planning and Administration * Glass Art

PROFESSIONAL PROFILE

Accomplished retired nonprofit executive professional with proven track record of success in planning and implementing events, projects and programs; Successful fundraiser; Adept at team building; Excellent communication, problem solving and collaboration skills; Skilled creative and systems thinker; Enthusiastic public speaker; Dedicated and passionate individual and community capacity builder. Artist: maintains an active art glass studio.

SUMMARY OF QUALIFICATIONS

Hawai'i Craftsmen * The Arts at Marks Garage * Agricultural Leadership Foundation of Hawai'i

Executive Director for 20 years to three non-profit organizations dedicated to education and community capacity building in the arts and agriculture sectors. Duties included: strategic planning, fundraising, financial management, program and event development, implementation and evaluation, member/cohort services, communications including websites and social media and public/community relations.

Program and Event Development: Spearheaded development of innovative concepts to enhance program and event planning, production and evaluation. Including: Statewide workshops, exhibitions, festivals and fundraising events; successful and thriving Downtown Honolulu Gallery Walk and First Friday event; three diverse and dynamic statewide Agricultural Conferences; 4 cohorts of the Agricultural Leadership Program.

Community Building: Provided dynamic team leadership by bringing clarity, well-defined goals, a positive work ethic, enthusiasm, and humor to motivate and foster a cohesive and productive team environments. Teams reached potential and met objectives. Consistently cultivated diverse relationships with partners, members, sponsors and community by maintaining ongoing communication and facilitating solutions to address concerns. Is able to interact harmoniously with highly intellectual, creative, entrepreneurial and competitive individuals and frequently mentored and coached colleagues.

Fundraising: Developed and managed fundraising strategies and plans. Including: Development and maintenance of Annual Giving Program; Successful proposal submittals and grant reporting (local and national foundations, county, state and federal governments); corporate sponsorship materials and acknowledgments; Identification and support to board member solicitation of corporate prospects.

Strategic Planning and Organizational Change: Led nonprofit boards through evaluation and assessment and short and long range planning and ensured implementation of policies, procedures and organizational and program changes. Including: transitioning Hawai'i Craftsmen from all volunteer organization to hiring and training its first Executive Director; Conceiving and launching The ARTS at Marks Garage; Developed and implemented succession plans for founding Program Director and Executive Director at Agricultural Leadership Foundation of Hawai'i.

Technology: Proficient with Word, Pages, Excel, Numbers, Data Bases, QuickBooksOnline, PowerPoint, Keynote, Google Drive & Docs, Online Forms, Conference Calls and Online Meetings, Word Press and Mail Chimp; Macintosh/Apple native but adaptable.

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PROFESSIONAL EXPERIENCE

Green Dog Projects, Owner September 2014 – present
Project Management from conception to completion - id goals and objectives, develop human and financial resources, project implementation and evaluation and sustainability planning. Coaching, Facilitation and Mentoring. Event Planning and Administration – programs, workshops, tours, conferences. Art Glass Studio Projects – stained glass: autonomous art pieces, commissions and restorations; Mosaic glass for community, garden or home; Kiln cast and flame worked beads and sculpture.

Agricultural Leadership Foundation of Hawai'i, Executive Director June 2006 – August 2014
Provided leadership and administrative support to Board, committees and program contractors; Monitored and implemented strategic plan goals and objectives; Planned and implemented multiple board training and strategic planning sessions; Generated financial resources via proposal writing, corporate sponsorship and annual giving program; Initiated and maintained partnerships in community for events, workshops and 4 statewide agricultural conferences; Worked with program director to plan and implement 28 multiday in state seminars and 4 two-week mainland seminars; Liaised with 150 alumni from the leadership program; Developed and maintained systems for day-to-day management and ensured compliance for the nonprofit organization.

The ARTS at Marks Garage, Managing Director March 2000 – June 2006
Director of organizational founding partner for arts based community revitalization project: Secured site, negotiated lease, managed renovations, secured funding and partners, developed day-to-day operations and evaluation plans; Developed and implemented projects and programs; Supervised staff and volunteers; Worked within the community to develop collaborative projects and partnerships; Developed and launched Downtown Gallery Walk and First Fridays; Mentored and coached art center partners, staff, community members and volunteers in all aspects of developing, managing and maintaining a community arts center, arts programs and nonprofit organizations.

Hawai'i Craftsmen, Executive Director December 1995 – October 2003
Responsible for overall management and administration of statewide organization: Using volunteer resources and paid contractors ensured quality programs were available to members and the community; Developed fundraising strategies, events and funding proposals; Served as the liaison to funding sources and the community; Oversaw all day-to-day operations, supervised contractors, coordinated member and public education, and encouraged involvement of volunteers at all levels of Hawai'i Craftsmen operations; Provided technical assistance and staff support to the Board and its committees; Provided leadership as organization moved into community art center in Chinatown; Co-lead and Managing Partner in founding and growing The ARTS at Marks Garage.

Pacific Handcrafters Guild, Administrative Assistant January 1998 – December 2000
Administrative services including: Telephone voice mail and mail pick up and response and distribution; Membership database management; Financial matters including accounts payable, accounts receivable and monthly reconciliation and reports; Maintaining liability and director and officers insurance; Maintaining guild members Kaiser medical insurance plan; Newsletter; Maintenance of corporate files.

Anuenue Art Services, Owner June 1985 – September 2014
Studio work (glass) and services including: Exhibition planning, design and installation; Workshop planning and implementation; Teaching; Commissions for residential and liturgical installations; Autonomous panels for juried exhibitions and galleries; and planning, accounting, marketing and evaluation of small business.

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COMMUNITY and VOLUNTEER SERVICE

Tantalus Community Association , Secretary, Treasurer	1994 – 2000; 2014 – present
Hawai'i Food Policy Council , Treasurer	2011 – 2015
Voter Owned Hawai'i , Treasurer	2007 – 2014
Hawai'i Ag Alliance , Founder	2007 – 2010
Future Farmers of America , Judge at Annual Conference	2006 – 2014
ARTS with ALOHA , Committee Member	2003 – 2006
Nuuanu Merchants Association , Board Member	2003 – 2006
Art and Peace , Panelist	2005

Hawai'i Craftsmen , Volunteer Board Member	1992 – 1995, 2003 – 2004
Treasurer and Chair of Fundraising Committee	2003 – 2004
President	1994 – 1995
Annual Exhibit Chair	1993
Annual Exhibit Co-chair (25th Anniversary Exhibit)	1992

While president provided successful grant writing for Organizational Capacity Building grants; Responsible for searching, hiring and training first executive director in all aspects of HC mission, policies, operations and programs; Planned board retreat focusing on organizational change; Implemented changes at the board level to reflect new organizational structure; Chaired first major HC fundraising event; Provided continuity for transition to new organizational structure during hiring of first ED.

Committee for Arts and Culture , Arts Agenda Lobbyist	1994 – 1995 Legislative Session
Artists for a Visual Art Center , Board Member	1990 – 1994
Glass Artists of Hawai'i , (formally Stained Glass Assoc. of HI) Board Member	1986 – 1992
State Foundation on Culture and the Arts , Relocate-able Art Installations	1986 – 1988
Hawai'i Scholastic Art Competition , Juror	1998
Pacific Handcrafters Guild , Screening Judge	1992
The Contemporary Museum , Exhibition Installations	1990 – 1992
College Art 1987 , Exhibition Design and Installation	1987

AWARDS AND RECOGNITION

- **Hawai'i State Senate Recognition Award** (October 15, 2006) for 10 plus years of service to Hawai'i Craftsmen and successful professional career developing flourishing collaborative projects, including The Arts at Marks Garage and First Friday.
- **10 Who Make a Difference** (December 28, 2005) from the Honolulu Star Bulletin for organizing art walk and contributing to the revitalization of the emerging arts district in Downtown/Chinatown.
- **Cultural Achievement Award** (August 24, 2005) from the ASID Hawai'i Chapter for significant contributions to the advancement of the arts community in Honolulu.
- **Fellowship**, (Summer 2004) Stanford Graduate School of Business / National Art Strategies Leadership course work at Stanford Graduate School of Business.
- **Honorary Lifetime Member** (October 8, 2003) from Hawai'i Craftsmen for unwavering dedication, unflinching good nature and many years of service.

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EDUCATION AND PROFESSIONAL DEVELOPMENT

...a lifelong learner

University of Hawai'i, Honolulu, HI - Library Info Science; Urban & Regional Planning	2003, 2009
San Jose State University, San Jose, CA - BA in Ceramics, Glass and Business	1981 – 1984
West Valley Junior College, Saratoga, CA - general course work	1980 – 1981
International Travel: North America, Europe and South Pacific	1978 – 1980
University of Hawai'i, Honolulu, HI - general course work	1976 – 1978
James Campbell High School, Ewa Beach, HI	1975 – 1976

Leadership Training

Agricultural Leadership Program, Administrative Coordinator for Classes XI-XIV	2006 – 2014
Hawai'i Leadership Forum	2012 – 2015
Fellow, Executive Leadership for Non Profits, NAS & Stanford University	2004
The Art of Leadership, Certificate Program, UH Outreach College	2000

Annual Conferences

Hawai'i Alliance for Nonprofit Organizations, Hawai'i Community Foundation, National Association of Fundraising Professionals-Hawai'i Chapter, International Association of Programs for Agricultural Leaders

Nonprofit Management Workshops and Webinars

1995 – current

Hawai'i Alliance for Nonprofit Organizations, National Association of Fundraising Professionals-Hawai'i Chapter, Hawai'i Community Foundation, Volunteer Legal Services, State Foundation on Culture and the Arts, Hawai'i Museums Association, Online Courses and Webinars: Center for Creative Leadership, Network for Good, Leadership and Learning, Charity How-To

Community Engagement & Empowerment

1995 – current

Ford Foundation, Empower Oahu, Hawai'i Economic Development Institute, Hawai'i Peoples Fund

Business and Technology Classes, Workshops and Webinars

1990 – current

UH Outreach College, Hawai'i Community Colleges, Hawai'i Small Business Development Corporation, Hawai'i SCORE Chapter, Small Business Hawai'i, Online Courses and Webinars: Kahn Academy, Coursera, Right Brain Business Planning, Linda.com, and Creativity Live

LINKED IN PROFILE: <https://www.linkedin.com>, search for Kimberley Coffee-Isaak

REFERENCES

Amy Brinker, Sustainability Coordinator for Kamehameha Schools
Luisa Castro, Program Coordinator, UH at Hilo, College of Continuing Education and Community Service
Diane Ley, Director, USDA-Farm Service Agency, Hawai'i & Pacific Basin
Richard Richardson, Managing Director, The ARTS at Marks Garage