

Lisa Anne Darcy



PROFESSIONAL EXPERIENCE

- 6/10 - to present EXECUTIVE DIRECTOR, *Ho`omoana* www.hoomoanafoundation.org Kahului, HI
 - Restructured existing non-profit, private operating foundation to deliver direct & indirect services to homeless community applicants with addiction and mental health needs while managing an annual budget of \$150K.
 - Secured, organized and developed office location and operating structure including web site development and all materials for distribution.
 - Oversaw distribution of grants and funds to local agencies.
 - Initiated panels with 60+ local community programs to provide awareness and information.
 - As only staff person, determined grant amounts & provide hands on, 1:1 job coaching for applicants.
 - Created & organized Kuleana Connections: 75 individuals and agencies who advocate for stronger mental health needs County and State-wide. Organized first ever public sign-waving.

- 12/09 - 6/10 SALES COORDINATOR, Bamboo Living, Inc. Paia, HI
 - Read, responded, redirected up to 30 walk-in's, calls/email inquiries daily, providing excellent customer service.
 - Coordinated the distribution of all clients to five staff members, while tracking weekly progress and providing support for closing sales.

- 12/08 - 1/09 FINE ART AGENT, *The Curtis Wilson Cost Gallery* Kula, HI
 - Initiated and maintained excellent customer assistance. Exceeded job requirements by providing the highest quality care for each purchase which included phone calls, hand written correspondence, and price negotiations.

- 5/07- 12/08 PSR COORDINATOR, Kahi Holomua, *Mental Health Kokua, Inc.* Wailuku, HI
 - In a non-profit setting, restructured program which increased attendance by 20% where by reducing expenditures by 20%.
 - Prepared monthly, quarterly, and annual management reports.
 - Facilitated daily groups for 15-25 adults based upon the IMR psychosocial rehabilitation treatment.
 - Developed and implemented "Get Fit" with financial support from the Maui Board of USTA.

- 2/07 - 5/07 OFFICE MANAGER, *Aloha House, Inc.* Wailuku, HI
 - A temporary position initiated by a new federal contract: developed & set up initial office procedures for new contract employees by creating forms & daily/weekly structures in a non-profit setting.
 - Organized systems for billings & acted as liaison between managers and staff.

- 12/03 - 1/07 CLUBHOUSE & PSR COORDINATOR, *State of Hawaii, DOH, Wailuku Community Mental Health Center, Hale o Lanakila Clubhouse* Wailuku, HI

Revitalized and doubled the attendance of the program:

 - Advocated, wrote & received a \$30,000 grant for Transportation from the Maui County Council.
 - Submitted 501 C-3 paperwork to create Lanakila Club, a non-profit arm of the program.
 - Hawaii Clubhouse Coalition Employment Chairperson.

- Standardized programmatic systems statewide which integrated State and Clubhouse Standards.

6/00-6/03 EXECUTIVE ASSISTANT TO THE CHAIRMAN, Vice Chairman & Chief Financial Officer,
W. P. Carey & Co. LLC New York, NY

For the Chairman of an Investment Banking Company publicly traded on the NYSE:

- Coordinated the operations of the office, two homes, and extensive international travel.
- Directly supervised the Chairman's staff of four.
- Maintained and reconciled professional and personal calendars.

12/95-1/00 ACTING DIRECTOR OF EMPLOYMENT, *Fountain House* New York, NY

In a Clubhouse model rehabilitation program 11/98 – 1/00:

- Managed & maintained employment system: 44 companies & 164 job sites; supervised 60 program staff.
- Intensively trained monthly international colleagues (12-15 per group).
- Case managed 10-25 clients providing team support for all aspects of their rehabilitation.
Program Staff 12/95 – 11/98
- Facilitated Weekly Employment Dinner discussion for >75 colleagues.

8/94-11/95 TRANSITIONAL EMPLOYMENT COORDINATOR, *Threshold* Durham, NC

- Developed and expanded employment program from 12 to 17 jobs for local psycho-social program.

11/92-8/94 UNIT ADVOCATE, *Green Door* Washington, DC

- Documented for Medicaid and organized and prepared clients to testify in Federal Courts for a free standing non-profit psychosocial program.

5/88-11/92 HABILITATION COUNSELOR/VOLUNTEER COORDINATOR, University of Medicine and
Dentistry of NJ, *The CLUB* New Brunswick, NJ

- Supervised and expanded Volunteer Program from 7 to 40 Rutgers University students.
- Educated community: presented at High Schools & Rutgers University on Mental Illness & HIV.
- Evaluated crisis phone calls while covering overnight shifts for a 24hr crisis facility.

INTERNATIONAL & NATIONAL PRESENTATIONS/AWARDS/COMMITTEES

- 2011 Maui County Homeless Coalition Membership Chair and Advocacy member.
- 2011 Board Member, Mental Health America – Maui County
- 2009 Maui USTA Community Service Award for individuals with disabilities.
- Plenary Chairperson & Presenter on Employment for the 10th International Clubhouse Seminar in Toronto, Canada for 1000 participants.
- Facilitated three panel discussions at the 9th International Seminar in Goteborg, Sweden.
- Chairperson for the 1998 Annual Northeast Clubhouse Conference on Employment.
- Published numerous articles on mental health and the community.

EDUCATION Rutgers University, Douglass College, 1989. BA Psychology & Sociology.
Computer proficiency in Microsoft Word, Excel, and Internet applications.
Rudimentary Spanish and American Sign Language.