

KRISTIN DAVIDSON

Versatile team leader effective at working collaboratively with staff, volunteers, and community partners. Exceptionally motivated, goal-driven, and meticulous in all areas of work performance. Hands-on approach to solving problems and ready to apply experience and expertise to a challenging new position. Authorized to work in the US for any employer.

**Work Experience**

***Social Services Manager***

Hawaii State Judiciary - Honolulu, HI  
March 2020 to Present

Plans, directs, and coordinates the day-to-day operations of the Juvenile Client Services Branch to include the Detention Facility, shelter, specialty court programs, and probation services;

Serves as the State of Hawaii Commissioner/Compact Administrator for the Interstate Commission for Juveniles;

Coordinates and directs the development of annual program plans; develops and coordinates annual budgets; supplemental budgets and expenditure plans for various programs;

Researches issues and drafts responses for the Deputy Chief Court Administrator;

Serves as a liaison with law enforcement, legal community, correctional, social, and educational agencies throughout the State;

Submits oral/written testimony on laws/bills affecting children, families, delinquency and crime, and other matters on behalf of the Judiciary;

Monitors branch programs to develop operational patterns and evaluates and recommends methods to correct deficiencies;

Conducts and coordinates special projects;

Participates in the review, negotiation, and preparation of Purchase of Service contracts and grants;

Serves as the lead of the Statewide Juvenile Supervision Case Management Committee;

Active participant in the following committees: Commercial Sexual Exploitation of Children Working Group, Family Court Symposium Planning Committee, Hale Hilina'i Officer Safety Training Committee, Joint Labor Management Committee, and the Supervisor/Manager Training Subcommittee.

***Grant Writer Independent Contractor/Consultant***

Honolulu, HI January 2013 to Present

Made appropriate referrals to Department programs and resources;

Monitored compliance with Deferred Prosecution and Court Ordered Probation cases;

Appeared in court and testified for detention, disposition, modification, certification and determinate sentence hearings;

Made decisions regarding the detention of juveniles based on Family Code criteria;

On and off-site supervision of officers, interns, and staff;

Wrote grants, implemented grant-funded programs, collected and evaluated data, and provided quality assurance for grant-funded programs;

Managed Department social media accounts;

Monitored compliance with the Compliance Resource Manual (TJJD) and Department Policy and Procedure by conducting monthly audits;

Developed and modified Department policies;

Completed employee evaluations and progressive discipline;

Supervised social work, psychology, and criminal justice interns;

Conducted training for officers, support staff, volunteers, interns, and community partners;

Coordinated all community efforts including Family Nights, Back to School events, and holiday related events to connect youth and families to resources and engage with community partners; and

Planned and executed conferences related to juvenile justice and mental health.

#### ***Grant Writer Fund Development***

Various non-profit organizations  
Honolulu, HI September 2011 to December 2016

Wrote, reviewed and edited proposals for grants, gifts and contracts;

Researched appropriate funding sources such as government programs and private foundations;

Collected information on existing programs to demonstrate cohesive and sustainable organization to funders;

Organized material to research and complete writing tasks;

Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content;

Referred clients to appropriate community agencies and organizations to meet needs; and

Cultivated relationships with community, business and local citizen leaders in order to bring awareness to organizations and increase new donor revenue streams.

#### ***Marketing Director of Fund Development***

### ***Case Manager Court Appointed Special Advocates (CASA)***

Boise, ID

August 2005 to December 2008

Conducted assessments of various parties for child protection cases;

Reported and submitted recommendations to Family Court Judges throughout the case;

Collaborated with legal counsel to advocate for the best interests of the child;

Referred clients to community resources based on individual needs;

Worked collaboratively with Family Court, Juvenile Court, treatment providers, and Department of Health and Welfare;

Recruited, trained, and monitored volunteers and attorneys;

Planned fundraising events and secured donations;

Conducted trainings ranging from child development, cultural competence, domestic violence, and drug identification; and

Compiled data for grant and financial reports.

### **Education**

*Master of Science in Criminal Justice Administration (MSCJA)*

Chaminade University of Honolulu

Honolulu, HI

December 2009

*Bachelor of Science in Criminal Justice Administration*

Boise State University

Boise, ID

May 2006

*Associate of Arts in Communication*

Boise State University

Boise, ID

May 2006

### **Skills**

Presentation skills • Goal attainment • Key relationship management • Oral communication/presentation • Policy development • Strong written and verbal communication skills • Proposal management • Strong initiative • Leadership Experience • Proposal Writing • Fundraising • Grant Writing • Case Management • Writing Skills • Budgeting • Strategic Planning • Management • Proofreading • Application Development • Social Work • Employee Evaluation • Team Management