

# Kāme'o Kahawai

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## PROFESSIONAL SUMMARY

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Intentional professional with superior organizational and analytical skills, as well as exceptional written and verbal communication. During my 10+ years of experience in the non-profit sector, I have grown to understand the importance of handling a myriad of responsibilities while empowering team members. I excel in senior level positions and consulting opportunities particularly those pertaining to DEI, anti-oppression, organizational leadership and culture, vision-casting, change management, and strategic planning.

## EXPERIENCE

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### **He Māla Hou Consulting**

2021 - present

Leadership & Culture Consultant

- Generate, facilitate, and implement custom package of offerings that positively impacts company and it's stakeholders especially those related to diversity, equity, inclusion, and anti-racism
- Create and facilitate training opportunities and curriculum for staff, Board of Directors, donors, constituents, and participants on topics including but not limited to DEI, anti-racism, anti-oppressive leadership, gender equity and inclusivity, accessibility, LGBTQIA2S+, cultural competency, & conflict resolution
- Produce, implement, and train on equity tools such as equity lens and glossary of terms
- Advise and support companies through organizational culture shifts and change management
- Design engaging and informative deliverables to aid in learning and understanding such as presentations, booklets, process guides, and brochures

### **Do Good Multnomah**

Chief People & Diversity Officer (Executive Team Member)

2022 - 2023

- Responsible for creating and advancing strategic plan for racial equity, as well as equity processes that support departments across the organization
- Oversee and collaborate with IDEA (Inclusion, Diversity, Equity, & Anti-Racism) Staff Team to embed values of equity, diversity, and anti-racism into all organizational practices: hiring practices, promotion, training, staff & community engagement, and overall policies
- Build and develop multiple departments by successful project management to ensure maximum performance by providing purpose, direction, and motivation
- Provide strategic direction for training initiatives on cultural competency, gender affirming spaces, disability, sexual harassment, building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values, and maintain compliance with applicable laws in collaboration with stakeholders

## EXPERIENCE (CONTINUED)

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- Provide supervision/direction to the Director of Human Resources, Director of Communications & Marketing, and the Instructional Designer, while guiding long-term goals and projects for these departments
- Design and facilitate training programs based on needs of the organization, staff interest, and areas of improvement
- Audit internal processes and policies in all areas including Human Resources, Development, Communications & Marketing, Permanent Supportive Housing, Transitional Housing, and Congregate Shelter programs and provide areas of growth and strength, as well as recommendations to increase equity especially for Black, Brown, Indigenous and other Racialized Peoples, as well as for the Trans and LGBTQIA2S+ community
- Create a workforce analysis for Do Good Multnomah and oversee compliance with Affirmative Action goals, including Affirmative Action for Protected Veterans, Equal Employment Opportunity, and other applicable regulations
- Create and facilitate all-staff and BOD events that increase morale, cultural competency, and equitable understanding such as book clubs, watch parties, trivia, etc

### **Northwest Housing Alternatives**

2021 - 2022

Cultural Strategist (Executive Team Member)

- Accountable for advancing NHA's strategic plan for racial equity, as well as equity processes and support across the organization including group facilitation, writing for publications, and project management
- Audit policies and practices related to diversity, harassment prevention, disability access, hiring practices, retention, and racial justice
- Responsible for and drive all training and learning opportunities in order to decenter white power and privilege
- Design and project manage projects that directly support the goals of the Racial Equity Strategic Plan
- Create, implement, and evaluate progress on key DEI metrics including qualitative and quantitative data
- Oversee all employee resource groups and committees including collaborating with staff to create and implement committee workflows and work plans that advance equity in the organization for marginalized staff, especially those with multiple intersections
- Hold all HR functions including but not limited to policy creation, benefits, internal investigations, recruitment & hiring, and terminations

### **Northwest Housing Alternatives**

2021 - 2022

Operations Manager

- Oversee and develop administrative team by organizing/prioritizing team and individual member's tasks, deliverables, and outcomes
- Provide leadership and strategic direction for determining priorities, goals and objectives of the org's strategic communications efforts for a wide variety of internal and external audiences
- Successfully project manage admin wide projects that result in an increase of efficiency/effectiveness of organizational projects and processes
- Drive, oversee, and ultimately responsible for data research and related analysis projects to promote equity and efficiency
- Coordinate and/or facilitate trainings for staff, volunteers, board members, and management on various topics including DEI, HR best practices, conflict resolution, and compassionate communication

## EXPERIENCE (CONTINUED)

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- Evaluate operation systems, practices and protocols and organizes process improvement including the use of equity lens in decision making
- Responsible for the drafting and distribution of all policies including those pertaining to organizational culture, compliance, HR, and COVID-19
- Collaborate with cross functional teams such as housing development team, asset and property management team, and resident services to ensure operational integrity and equitable outcomes

### **Operation Nightwatch**

2020 - 2021

#### Executive Director

- Oversee all day to day operations as well as organization as a whole including but not limited to programming, finances, fundraising, and development
- Provide strategic communication advice and guidance to the BOD and departments on internal and external communication
- Establish and build collaborative relationships among service providers, particularly those serving communities of color, as well as with funding sources, planning bodies, business, government, and community groups to plan for, fund, and implement a community impact agenda in alignment with strategic goals
- Craft multi-year plans for staff, BOD, and advisory council development with a clear implementation strategy that prioritizes racial equity as a core lens of measuring organizational impact and success
- Implement a multi-year fundraising strategy, ensuring sufficient funding for emergent and existing organizational need
- Identify challenges and emerging issues facing the org and work collaboratively with community partners to find equitable outcomes
- Work with the BOD, Advisory Council, and contracted Consultants to define and implement the best practices for building an anti-racist, anti-classist donor community and work culture
- Reinforce the mission and vision through frequent interaction with staff and the external community as well as transparent and consistent communication
- Develop strategic communications, including donor recruitment materials and presentations to inspire donors and partner organizations
- Lead all trainings, conversations, programs, and initiatives pertaining to DEI for staff, volunteers, board members, and program participants
- Oversee and facilitate all aspects of Human Resources including but not limited to hiring, terminations, performance improvement plans, and retention
- Audit Policies & Procedures to ensure compliancy and applicability, while implementing solutions to increase equitable outcomes/experiences
- Represent the organization as the spokesperson and increases capacity-building of grantees or partners to engage in communications work
- Serve as the principal professional resource to the BOD and its key committees and give strong direction in policy needs, creation and implementation

### **ChickTech**

2019 - 2020

#### Program Operations Manager

- Observe, evaluate, and develop programs and teams through the expansion of diversity, equity, inclusion, and accessibility priorities
- Provide leadership and strategic direction for determining priorities, goals and objectives of the org's strategic communications efforts for a wide variety of internal and external audiences
- Prepare reports, updates, and other deliverables on strategies, projects, programs, and policy on topics of DEI, organizational culture, financials, and HR

## EXPERIENCE (CONTINUED)

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- Identify and solicit new funding sources including grant applications, grant reporting, and fundraisers especially those pertaining to DEI efforts
- Manage a broad suite of communication activities including storytelling, multi-media production, media relations, social media, marketing, events, direct outreach, and community involvement
- Integrate racial justice with restorative justice and trauma informed approach into individual and team work-plans, and broader strategic planning effort

### **The Salvation Army**

2018 - 2019

#### Regional Director

- Responsible for program design and implementation of services for youth, young adults, and adults including the low-income and homeless community
- Lead all trainings, conversations, programs, and initiatives pertaining to DEI for staff, volunteers, board members, and program participants
- Prepare reports, updates, and other deliverables on strategies, projects, programs, and policy on topics of DEI, organizational culture, financials, and HR
- Guide all employee resource groups and committees including collaborating with staff to create and implement committee workflows and work plans that advance equity in the organization for marginalized staff, especially those with multiple intersections
- Oversee and provide leadership for all emergency and housing programs including short term rental assistance, eviction prevention, permanent supportive housing, case management services, utility services and emergency assistance services.

### **The Salvation Army**

2016 - 2018

#### Operations Consultant

- In three different locations (Santa Barbara, San Diego, Spokane) led intercultural efforts including increasing the accessibility of those served as well as diversity, equity, and inclusion efforts
- Oversee and provide leadership for all emergency and housing programs including short term rental assistance, eviction prevention, permanent supportive housing, case management services, utility services and emergency assistance services
- Conduct cultural competency trainings and learning opportunities

### **The Salvation Army**

2015 - 2016

#### Case Manager / Curriculum Developer

- Advocate for participants and families (underrepresented groups facing systemic barriers on basis of race, gender, socio-economic status, family makeup & dynamics) to obtain the necessary treatment, resources and community of support leading to an increase in quality of life
- Work with difference community resources to ensure clients have access to emergency and housing programs such as short term rental assistance, eviction prevention, permanent supportive housing, and utility services

### **Honolulu Community Action Program**

2014 - 2015

#### Community Liason

- Facilitate equity conversations with staff, partners, stakeholders, clients, and volunteers to advance equity and inclusivity
- Work with difference community resources to ensure clients have access to emergency and housing programs such as short term rental assistance, eviction prevention, permanent supportive housing, and utility services

# VOLUNTEER WORK

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## **The Living Room**

2020 - 2021

Executive Board Member & Treasurer

- Oversee the management of the financial affairs of the organization, including selecting a bank, reconciling bank statements, and managing cash flow
- Responsible for preparing and facilitating the preparation of the annual budget with the Executive Director, as well as regularly monitoring and comparing the actual revenues and expenses incurred
- Collaborate in community organizing, particularly within BIPOC, Two Spirit, trans, non-binary, intersex and/or gender diverse youth including larger conversations, tabling events, and community events
- Collaborate in DEI work centering LGBTQ+ BIPOC staff and youth by acknowledging, addressing, and working to eliminate individual, institutional, structural racism and oppression.
- Lead with a trauma informed approach centered on restorative justice to ensure all are included and in a safe, brave environment

## **Boys & Girls Club of Portland Metro**

2019 - 2021

DEI, STEM, & Sports Leader

- Create action plans for implementing improvements to youth programming and offering DEI educational opportunities to parents and school staff.
- Develop, maintain, and center long-term relationship building with BIPOC, Two Spirit, trans, non-binary, intersex, and gender diverse youth.
- Advocate for students especially LGBTQ+ BIPOC youth to decrease oppression and increase the accessibility to resources and supportive services.
- Coordinate and support BGCP middle school site evaluations through research questions and data analysis of feedback from students.

# SKILLS

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|-----------------------|-------------------------|-----------------------------|
| • Strategy & Vision   | • Board Governance      | • Operations Management     |
| • DEI Leadership      | • Critical Thinking     | • Community Partnerships    |
| • Communication       | • Training Facilitation | • Development & Fundraising |
| • Restorative Justice | • Trauma-Informed Care  | • Cultural Competency       |

# EDUCATION

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## **George Fox University**

2020

Bachelor's of Science: Pure Mathematics

## **College for Officer's Training**

2018

Associate's of Arts: Ministry

# CERTIFICATIONS

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## **Cornell University**

2022

Diversity & Inclusion