

Susan E. Maddox  
76-810 'lo Place  
Kailua-Kona, HI 96740  
Phone: 808.989.0885 E-mail: susanemaddox@gmail.com

- 1/96 ~ Present Friends of the Future, Kamuela, HI Executive Team Leader. Responsible for overall management of 501(c)3 community-based non-profit organization, including new project development, administrative management, program oversight, community outreach, public relations, fund development, personnel. There are currently 35 programs and initiatives with 8 full time and 2 part-time paid staff, 20 independent contractors and 60 volunteers per month.
- 12/93 ~ 6/96 Hawai'i Kids At Work, Honolulu, HI Consultant/Executive Director/ Board of Directors member. Responsible for oversight of three (3) infant/toddler care centers located on Oahu and Hawaii Island, fund development and personnel. Originally retained as consultant to develop and implement administrative systems, formalize operating procedures and short-term program goals in support of the organization's strategic plan. Served as Executive Director for two (2) years. Negotiated purchase of service contracts with State of Hawai'i and interfaced with State licensing agencies. Final role was a member of the Board of Directors until term ended June 1996.
- 5/91 ~ 11/93 Girl Scout Council of Hawai'i, Honolulu, HI Assistant to Executive Director. Responsible for communications and project coordination for Council's \$4 million headquarters' acquisition and renovation capital campaign. Worked with Board in support of fund development strategies; provided coordination for ongoing fundraising events.
- 4/89 ~ Present Artrix, Kailua-Kona, HI Independent Project Coordinator. Provide range of administrative services including systems development, business planning, newsletter and annual report copy writing and project/event coordination.
- 4/77 ~ 4/89 Crazy Shirts, Inc., Aiea, HI Positions ranged from Executive Secretary to President/Founder to Manager of Mail Order and Custom Order departments, antiques' acquisition and special projects, including building renovation coordination. Managed San Francisco Fisherman's Wharf retail store from 7/81 to 6/82. Served as Corporate Secretary of Crazy Shirts, Inc., and Ralston Development Corporation.
- 5/71 ~ 2/77 Hawai'i Employers Council, Honolulu, HI Positions ranged from Secretary in the Labor Negotiations Department to Personnel Associate. In latter position provided personnel/HR information and support to Council non-union members.

Current Community Service

Board President, HRA, Inc., 501c3  
Advisory Board Secretary, Neighborhood Place of Kona  
Board Secretary/Treasurer, Holualoa Village 'Ohana  
Incoming Vice Chair & Development Committee Chair, Ho'okakoo Corporation