

# HEATHER SIMMONS

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## PRESENT CAREER OBJECTIVES

To obtain a position serving Hawai'i communities where my communication skills and experience in fundraising, project coordination, public relations, and business administration will be of value.

## EXPERIENCE

### **HAWAI'I FOREST INDUSTRY ASSOCIATION: FEBRUARY 2007 TO PRESENT**

#### **HAWAI'I FOREST INSTITUTE: February 2007 to present**

*Executive Director:* Provide administrative and program support for both Board of Directors. Responsible for all operations including preparing annual reports, work plans, and budgets; administering projects and programs; writing grant proposals and administering funds; and recruiting, training, and supervising staff, contractors, and volunteers. Coordinate with government agencies, non-profit organizations, community groups, and local businesses to assess forestry needs and identify, plan, and implement projects. Develop public information pieces and coordinate media relations. Accomplishments include:

- ❖ Manage the restoration and outreach activities at a 76-acre forest preserve at Ka'ūpūlehu in Kona;
- ❖ Manage the restoration and outreach activities at a 70-acre endangered species preserve at La'i'Ōpua in Kona;
- ❖ Manage the restoration and outreach activities at a 53-acre Pāalamanui Forest Preserve in Kona;
- ❖ Manage the creation and maintenance of the Pana'ewa Zoo Discovery Forest in Hilo;
- ❖ Manage the creation and maintenance of the Honolulu Zoo Children's Discovery Forest in Waikiki;
- ❖ Manage the creation and maintenance of the Keauhou Bird Conservation Center Discovery Forest in Volcano;
- ❖ Served as publisher of four Hawai'i Forest Institute's Hawai'i Forest Journals; and
- ❖ Administered the 2007 through 2022 annual Hawaii's Woodshow™.

### **HILO MEDICAL CENTER FOUNDATION: November 2002 to December 2008**

*Executive Director:* Provided administrative and program support for Board of Trustees. Coordinated a campaign that generated over \$1 million for the Emergency Department and led to the approval and construction of Hawaii's first Veteran's Home. Planned, organized, implemented, and managed fundraising activities. Created and presented public information to individuals and groups. Created and maintained donor records and administrative file system. Recruited, trained, and supervised staff and volunteers. Coordinated with elected officials and other community leaders to gain state, county, and community support for health-related projects.

### **CONSERVATION DISTRICT OF SOUTHERN NEVADA: October 1994 to September 2002**

*District Manager:* Was responsible for all District operations; managing District office; and recruiting, training, and supervising staff and volunteers. Researched funding opportunities, wrote proposals, administered funds, and planned and coordinated projects and programs. Wrote and administered grant proposals totaling over \$1,500,000 and generated monetary contributions to match grant dollars. Coordinated with government agencies, non-profit organizations, community groups, and local businesses. Developed public information materials and coordinated media relations.

## EDUCATION

### **BACHELORS OF ARTS DEGREE IN ENVIRONMENTAL STUDIES**

University of Nevada, Las Vegas – Graduated with Honors in May 1996

### **ASSOCIATES DEGREE IN GRAPHIC TECHNOLOGY**

Community College of Southern Nevada – Graduated with Honors in December 1990

### **GRADUATE STUDIES IN PUBLIC ADMINISTRATION**

University of Nevada, Las Vegas – Graduate level course work (15 credit hours)

References available upon request.