



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-270-1800 ⁸²⁷⁻⁷⁷⁰⁰ ~~203-270-1800~~ ~~203-270-1800~~ ~~203-270-1800~~

AUTHORIZING RESOLUTION

concerning

Alteration of Title

at

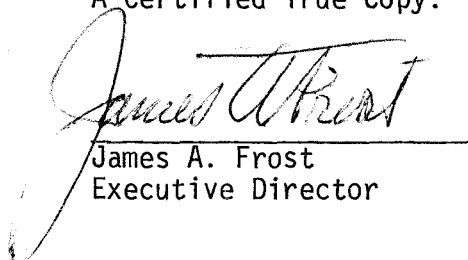
Eastern Connecticut State College

Director of Development/Administrator V

July 18, 1980

RESOLVED, That the position Director of Research and Development be altered to Director of Development/Administrator V, at Eastern Connecticut State College effective July 18, 1980, in accordance with all provisions and expectations as set forth in the proposal dated June 19, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Director of Development; Administrator V

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____

FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: 7/18/80

BARGAINING UNIT Exempt

COST: None

PROPOSAL: To change the present title, Director of Research and Development to Director of Development with the incumbent assuming responsibility for all college development activities including public relations. The Office of Public Affairs, Alumni, and Research and Development will be combined.

SUMMARY: Please see attached job description. The present Public Affairs Office will be placed under supervision of the incumbent. The following public affairs personnel will be part of the Office of Development: one vacant administrator (to be an assistant director), one classified publicist, one faculty member (on released time), and one secretary.

It is anticipated that the consolidation will provide a common focus for all development activities of the College.

DATE: 6/19/80

BY: *Michael Paul*

Dean Pers. Admin

MP/emb

PROPOSED

DIRECTOR OF DEVELOPMENT

Description of Professional Responsibilities

The Director of Development is responsible to the President of the College in areas of research, public affairs, program development, fund raising, facilitating grants, the Alumni Association, and the College Foundation.

The Director assists the faculty in acquiring needed financial support for their activities in research, instruction, community service, equipment, fellowships, traineeships, and stipends, and provides the following services to the faculty:

provision of information about program sponsors, sources of funds, proposal preparation, negotiation of grants and contracts, and administration of projects.

The Director may assist community groups (such as social service agencies and Windham Public Schools) in acquiring needed financial support for their activities in community service projects.

Education Required

Doctorate preferred, master's degree required.

Experience Required

Demonstrated ability in institutional advancement activities including public relations, developing, negotiating, and administering grants and contracts, funds development; and in relating positively to faculty, staff, and community agencies.

CURRENT

Director of Research and Development

Description of Professional Responsibilities

The Director of Research and Development is responsible to the President of the College in areas of research, program development, fund raising, facilitating grants, the Alumni Association, and the College Foundation.

The Director of Research and Development serves as Executive Director of the Eastern Connecticut State College Foundation and assists the Board of Directors in the operation of that organization.

The Director assists the faculty in acquiring needed financial support for their activities in research, instruction, community service, equipment, fellowships, traineeships, and stipends, and provides the following services to the faculty.

provision of information about program sponsors, sources of funds, proposal preparation, negotiation of grants and contracts, and administration of projects.

The Director may assist community groups (such as social service agencies and Windham Public Schools) in acquiring needed financial support for their activities in community service projects.

Education Required

Doctorate preferred, master's degree required.

Experience Required

Demonstrated ability in developing, negotiating, and administering grants and contracts, in funds development, and in relating positively to faculty, staff, and community agencies.