



P.O. Box 2008, New Britain, Connecticut 06050
(203) 827-7700

Office of the President

RESOLUTION

concerning

CHANGE IN TITLE

DIRECTOR OF DEVELOPMENT

to

DIRECTOR OF INSTITUTIONAL ADVANCEMENT


at

EASTERN CONNECTICUT STATE UNIVERSITY

July 21, 1989

RESOLVED, That the title of the position of Director of Development at Eastern Connecticut State University be changed to Director of Institutional Advancement, effective July 21, 1989, in accordance with all provisions and expectations as set forth in the proposal dated April 3, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 4/3/89
BY: CSU []
CCSU [] SCSU []
ECSU [X] WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 5/5/89

NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []

POSITION TITLE: Director of Development Director of Institutional Advancement

CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER 0134 CURRENT SALARY \$ 2235.34 (58,342) PROPOSED SALARY \$ 2235.34 (58,342) FUND Gen BARGAINING UNIT Unclass. Exempt

~~FROM~~

EXPLAIN THE NATURE OF THE PROPOSAL:

This proposal is intended to change the title of the position from Director of Development to Director of Institutional Advancement. Some minor job description changes are also made, but nothing is proposed to change the level of responsibilities.

JUSTIFICATION:

Title change is submitted to more accurately reflect the nature of the duties of the position. In particular, the intention is to reflect the multiple functions of the position in terms of fund-raising, alumni relations, publications and general community relations.

\$ -.0-
COST OR SAVINGS

Michael Pene 4/3/89
SIGNED (UNIVERSITY) DATE

ATTACH OLD AND NEW STAFFING CHART, (X)
JOB DESCRIPTION, AND (X)
CUOAF SIGN OFF FORM IF REQUIRED () NA

MISCELLANEOUS COMMENTS:

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

TITLE DIRECTOR OF INSTITUTIONAL ADVANCEMENT

ADMINISTRATIVE RANK UNCLASSIFIED CONFIDENTIAL

INCUMBENT

The Director of Institutional Advancement advises the President on, and is responsible for, matters and issues which pertain to administering a comprehensive, integrated fund-raising program to obtain financial support for the University from private, alumni, and corporate sources. In addition, the Director coordinates other areas where the University relates to external groups.

The Director shall exercise, under the President, general executive responsibility for:

Administering the efforts of all units of the University authorized to solicit funds.

Identifying, cultivating, and soliciting prospective donors and assisting the President in developing statements to communicate the needs of the University to such donors.

Carrying out all necessary strategies to solicit funds and maintain ongoing relationships with donors including the recommending of short and long-range goals.

Coordinating the publication, publicity, and Alumni Affairs functions of the University including assisting in community relations activities.

Supervising the recording and acknowledgment of gifts and the accounting and investment of funds.

Preparing appropriate statistical reports on all fund-raising activities.

Recruiting and organizing volunteers for service in development programs and fund-raising events.

The Director is a resource for the Board of Directors of the Eastern Connecticut State University Foundation.

The Director may assist community groups (e.g., social service agencies) in acquiring needed financial support for their activities in community service projects.

The Director assumes responsibility for affirmative action efforts and adherence to procedures in the recruitment, hiring, and promotion of staff.

The Director is a member of the President's Staff, Administrative Council, and serves on other administrative committees as required.

The Director performs such other functions as shall be delegated by the President.

3/20/89

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

TITLE DIRECTOR OF DEVELOPMENT

ADMINISTRATIVE RANK UNCLASSIFIED CONFIDENTIAL

INCUMBENT David J. Yarrington

The Director of Development advises the President on, and is responsible for, matters and issues which pertain to program grants, research grants, and all development funds for the University, including corporate, foundation and individual gifts. The Director reports to the President.

The Director of Development shall exercise, under the President, general executive responsibility for:

- Expanding the financial resources of the University from private sources
- Publications
- Publicity
- Alumni Affairs

and assists the President in community relations.

The Director serves as Executive Director of the Eastern Connecticut State University Foundation and assists the Board of Directors in the operation of the organization.

The Director assists the faculty in securing financial support for their activities in

- research
- instruction
- community service
- equipment
- fellowships
- traineeships
- stipends

and provides the following services to the faculty:

- information about program sponsors and sources of funds
- proposal preparation and processing
- negotiation of grants and contracts
- administration of projects

The Director may assist community groups (e.g., social service agencies) in acquiring needed financial support for their activities in community service projects.

The Director assumes responsibility for affirmative action efforts and adherence to procedures in the recruitment, hiring, and promotion of staff.

The Director of Development is a member of the Cabinet, Administrative Council, Institutional Comprehensive Plan Committee, Research Advisory Committee, and serves on other administrative or faculty committees as required.

The Director of Development performs such other functions as shall be delegated by the President.

PRESIDENT'S OFFICE

PRESIDENT

E Secretarial Assistant

ADMINISTRATIVE ASSISTANT - G

VICE-PRES. FOR
AD. AFFAIRS

6

EXECUTIVE
DEAN

3

DEAN OF STU.
AFFAIRS

19

VICE-PRES.
ADMIN. AFFA

14

DIRECTOR OF
ATHLETICS

5

DIR. OF PLANNING &
INSTITUTIONAL
RESEARCH

2

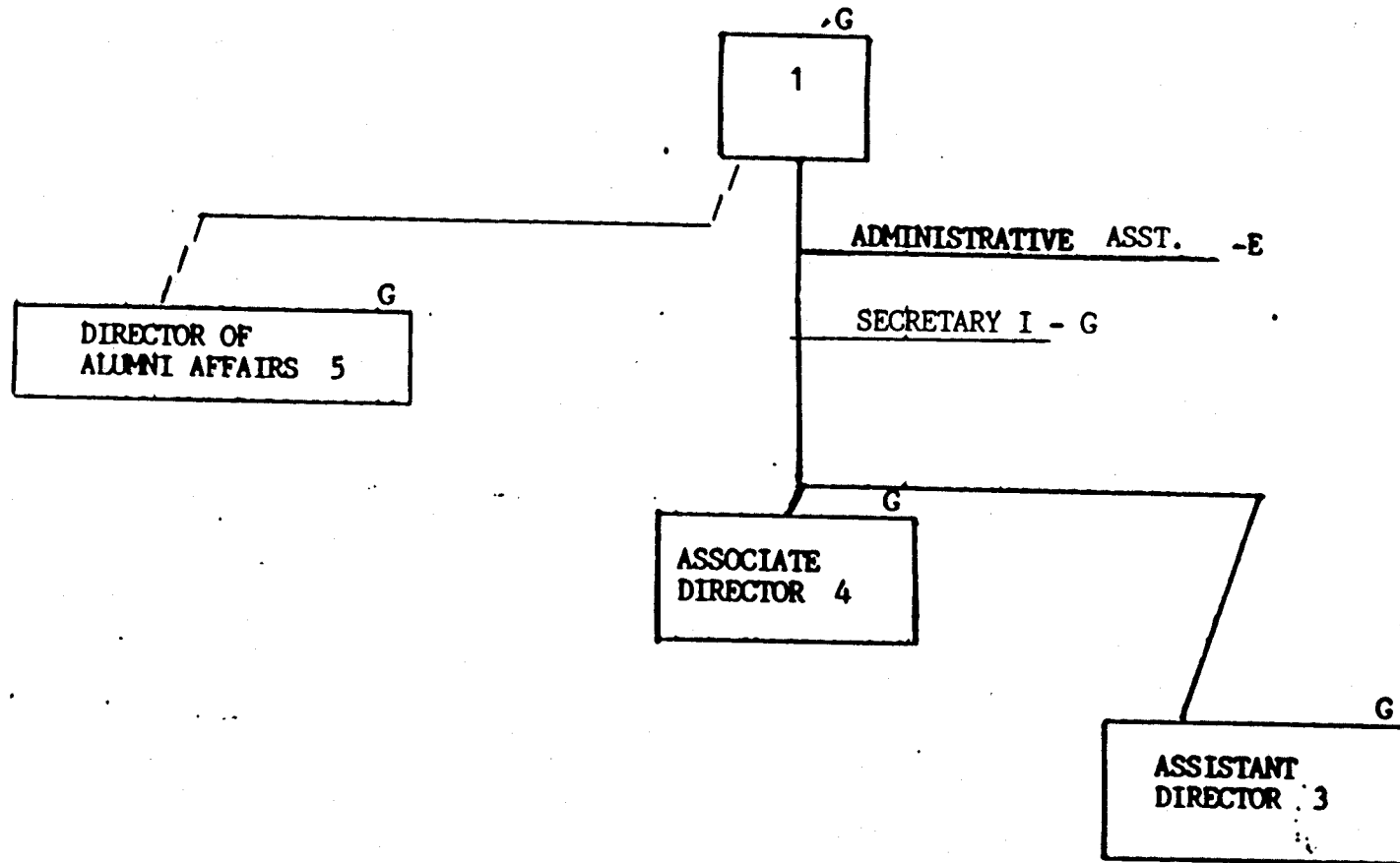
DIR. OF PERSONNEL
AND AFFIRMATIVE
ACTION

DIRECTOR OF
DEVELOPMENT

4

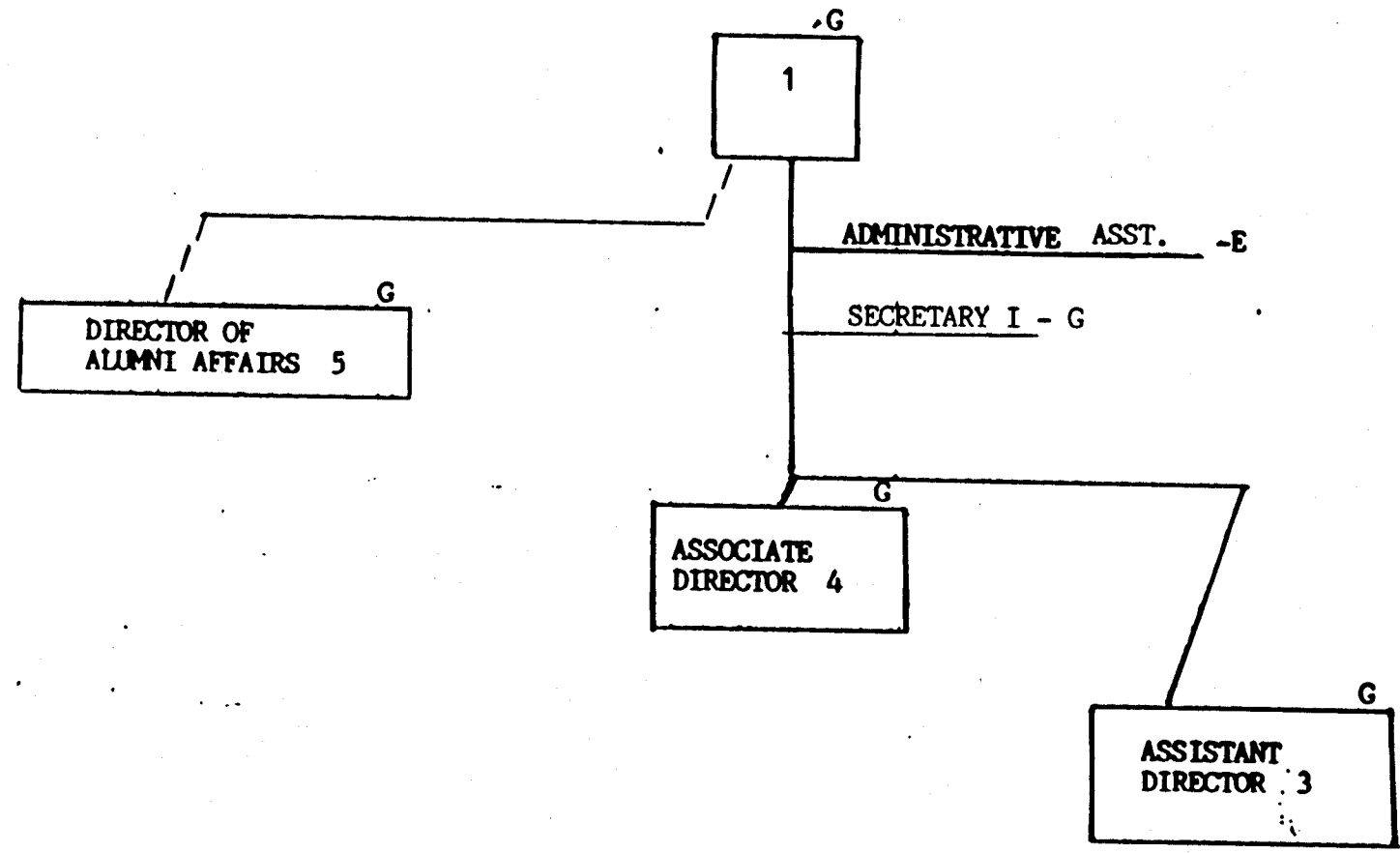
*Member of Instructional Faculty

DIRECTOR OF DEVELOPMENT



NEW

DIRECTOR OF INSTITUTIONAL ADVANCEMENT



PRESIDENT'S OFFICE

PRESIDENT

E Secretarial Assistant

ADMINISTRATIVE ASSISTANT - G

VICE-PRES. FOR
AD. AFFAIRS

6

EXECUTIVE
DEAN

3

DEAN OF STU.
AFFAIRS

19

VICE-PRES. FOR
ADMIN. AFFAIRS

14

DIRECTOR OF
ATHLETICS

5

* DIR. OF PLANNING &
INSTITUTIONAL
RESEARCH

2

DIR. OF PERSONNEL
AND AFFIRMATIVE
ACTION

DIRECTOR OF
INSTITUTIONAL
ADVANCEMENT

4

*Member of Instructional Faculty