



# EXHIBIT D.3

## Arkansas Department of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson  
Governor

Maria Markham, Ph.D.  
Director

April 3, 2018

The Honorable John Cooper, Co-Chair  
The Honorable Les Eaves, Co-Chair  
Personnel Committee of the Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

Southeast Arkansas College (SEARK) requests the establishment of one (1) non-classified position from the Higher Education Central Pool authorized by Section 4 of Act 599 of 2017. In accordance with the provisions of the Act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

**Requested**

**Title:** Director of Development  
**LIM – FY18:** \$88,003  
**Number of Positions:** 1


**Recommendation**

**Title:** Director of Development  
**LIM – FY18:** \$88,003  
**Number of Positions:** 1

The Director of Development position is being requested as Southeast Arkansas College enters a new five-year strategic plan in which fundraising and development will play an integral part in achieving success. This title is currently used by other institutions.

The Director of Development will be responsible implementing fund raising goals and activities that directly support the College's mission and purpose, strategic goals and vision statements. He/she will work to expand current funding avenues for the college by expanding both fundraising and grant writing. In addition, the Director of Development will be dedicated to the formalization of advancement efforts at the institution. He/she will assist in building and strengthening the partnerships and relationships between the college and the community.

Sincerely,

  
Maria Markham, Ph.D.  
Director



# Southeast Arkansas College

1900 Hazel St., Pine Bluff, AR 71603

Tel (870) 543-5900 ■ 1-888-SEARKTC (Toll Free) ■ Website: [www.seark.edu](http://www.seark.edu)

April 2, 2018

Dr. Maria Markham  
ADHE Director  
423 Main Street, Suite 400  
Little Rock, AR 72201

RE: Request for Non-Classified Position from Central Pool

Dear Director Markham:

In accordance with Section 4 of Act 599 of 2017, Southeast Arkansas College respectfully request one (1) non-classified position from the Higher Education Central Pool. The position requested is for a Director of Development.

#### JUSTIFICATION:

This position will report directly to the college president. The Director of Development will be responsible for implementing fund raising goals and activities that directly support the College's mission and purpose, strategic goals and vision statements.

The Director of Development will work to expand current funding avenues for the college by expanding both fundraising and grant writing. Current development efforts have been limited and are primarily handled as an "add-on" responsibility to existing positions. This position will be dedicated to the formalization of advancement efforts at the institution.

The Director of Development will greatly assist in building and strengthening the partnerships and relationships between the college and the community. Moreover, as Southeast Arkansas College enters its new five-year strategic plan, fundraising and development activities will be integral in achieving success.

We respectfully request this position be approved as an immediate need.

If you have any questions, please contact Debbie Wallace, Vice President for Fiscal Affairs at (870) 543-5996. We appreciate your consideration of this request.

Sincerely,

Steven Bloomberg, President  
Southeast Arkansas College

# Non-Classified Central Pool Justification Form



<b>Institution:</b>	<b>Southeast Arkansas College</b>	<b>Date:</b>	<b>4/2/2018</b>
<b>Requested Authorized Title:</b>	Director of Development	<b>LIM:</b>	\$88,003
<b>Working Title:</b>	Director of Development	<b>Estimated Salary Range:</b>	\$55,000

<b>Board Approval Date</b>	<b>4/2/2018</b>
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## Justification

The Director of Development will work to expand current funding avenues for the college by expanding both fundraising and grant writing. Current efforts have been limited and are primarily handled as an “add-on” responsibility to existing positions. This position will be dedicated to the formalization of advancement efforts at the institution.

## Educational Requirements

Bachelor’s degree from an accredited college or university with at least three years of effective fundraising or event experience, including annual and capital campaigns, planned giving and large – scale events (200 + people); five years minimum of professional experience in writing and editing, and one year working in a grant seeking capacity and proposal writing.

Other job-related education and/or experience may be substituted for all or part of these basic requirements upon approval of the College’s Qualifications Review Committee.



# Non-Classified Central Pool Justification Form



## Duties

Develop, communicate, and implement comprehensive fundraising goals and measurable objectives which directly support the College's mission and purposes, strategic goals and vision statements.

Identify and contact potential corporate and private foundation funding sources; write grant proposals, other documents and materials.

Provide positive leadership for the advancement program to ensure accuracy, participation, good employee morale, excellent donor relations and customer service

Develop annual budget proposals and ensure efficient and appropriate expenditures of funds for the areas supervised.

Effectively plan, organize and manage fund – raising activities.

Perform other duties as assigned.

## Additional Information

Will this be a new hire? Yes

Is this job currently being done? Current fundraising and grant writing efforts have been limited and are currently handled as an "add-on" responsibility to existing responsibilities.

Who will this position report to? This position will report directly to the college president.

## Decision (for official use only)

☐

Approved

☐

Rejected

☐

Approved with modifications

☐

Deferred

## Justifications

## Signatures (for official use only)

Institutional Finance

Date:

ADHE Director

Date: