



## EXHIBIT H.4

### 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

July 26, 2017

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:

University of Arkansas at Pine Bluff (UAPB) requests the establishment of one (1) position from the Higher Education Central Pool authorized by Section 21-5-1415 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:** Development/Advancement Manager  
**LIM – FY18:** \$94,103  
**Number of Positions:** 1

**Recommendation**

**Title:** Development/Advancement Manager  
**LIM – FY18:** \$94,103  
**Number of Positions:** 1

The Development/Advancement Manager is being requested to fulfill the goals of the Institutional Advancement and Development division. This title is currently used by other institutions.

The Development/Advancement Manager will assist with portfolio management. He/she will organize and facilitate training, meetings and other events. The Development/Advancement Manager will also be responsible for preparing reports and requests.

Sincerely,

  
Maria Markham, Ph.D.  
Director



June 5, 2017

Dr. Maria Markham, Director  
Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 71601

Dear Dr. Markham:

I would like to request the position of Development/Advancement Manager from the Higher Education Central Pool.

The Vice Chancellor for Institutional Advancement and Development needs an assistant at this position's level in order to fulfill the goals of the division in moving the University forward in its development efforts. Having an assistant to manage portfolios, assist with donor/prospect development strategies, execute stewardship, engagement and other activities will prove beneficial to those endeavors. This position will also be responsible for day-to-day activities including, but not limited to, scheduling functions, maintaining a calendar of events and activities, and coordinating travel arrangements.

This is a much needed position for the University and your approval of this request will be greatly appreciated. Please see attached the Non-Classified Central Pool Justification Form for additional information.

Sincerely,

Laurence B. Alexander, J.D., Ph.D.  
Chancellor



# Non-Classified Central Pool Justification Form



<b>Institution:</b>	<b>University of Arkansas at Pine Bluff</b>	<b>Date:</b>	<b>05/31/2017</b>
<b>Requested Authorized Title:</b>	<b>Development/Advancement Manager</b>	<b>LIM:</b>	
<b>Working Title:</b>		<b>Estimated Salary Range:</b>	<b>\$40,000-\$50,000</b>

<b>Board Approval Date</b>	
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<p><b>Justification</b></p> <p>Please provide a detailed justification including enrollment growth, new programs, etc.          The Office of Institutional Advancement currently has one person which is the Vice Chancellor to provide supervision and leadership to four university department which includes Alumni Affairs/National Alumni Association, PR Communications, Development, and Economic Resource Development Corp. The Vice Chancellor was employed in March, 2017 and needs assistance in the day-to-day operations. This position is needed to provide several business functions including scheduling, travel arrangements, customer service and general correspondence; to support the VC of Institutional Advancement in efficiently and effectively managing their portfolio of responsibility; and to assist with donor/prospect development strategies, executing stewardship and engagement activities, completing call reports, communication, alumni, economic development and other activities.</p>
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<p><b>Educational Requirements</b></p> <p>What are the educational requirements to perform this job? Bachelor's degree with at least two year's work related experience.</p> <p>What are the unique skills needed to perform this job? Must have strong interpersonal and public relations skills. Must be able to organize and facilitate trainings, meetings and other events, have ability to prepare and present oral and written information and prepare and reports; must be adept in problem-solving, critical thinking, and using good judgement in situations that require sensitivity and tact. Must be able to manage time well, particularly while managing competing priorities. Must be able to work independently and as a part of a group; willing to take the initiative, keep a positive attitude, and maintain a professional demeanor;</p> <p>Is certification required?          Certification is not required.</p>
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# Non-Classified Central Pool Justification Form



## Duties

Please list in order of priority and include supervisory responsibilities if applicable.

### Administrative Coordination

- Supports the VC of Institutional Advancement in effectively managing his/her portfolio of responsibilities. This may include specific assignments related to monitoring team-based and division goals, constituent moves management, research and data compilation, data entry, and business process improvements.
- Provides full administrative assistance to the VC of Institutional Advancement.
- Manages calendars to schedule meetings with staff, alumni, donors, parents, and others.
- Coordinates travel arrangements.
- Creates and delivers high-quality professional reports, presentations, and other documents for internal and external audiences.
- Serves as a strong liaison and provides excellent customer service to University leadership, advancement staff, campus colleagues, alumni, donors, and others.
- Leading in overseeing general operation/management of office
- Coordinates/sets-up UAPB Foundation Fund Board activities/meetings)

### Special Projects

- Organizes and facilitates trainings, meetings, and small events as needed.
- Researches and prepares reports on specific topics (e.g., benchmarking/best practices at other institutions, donors/alumni, giving histories/constituent information, etc.).

### University Citizenship

- Serves as an active and collaborative partner to all central and unit-based advancement functions and campus colleagues to foster strategic, effective, and collaborative advancement practices.
- UAPB leadership.

### Budget Coordination

- Prepares expense reports and reimbursement requests on behalf of the VC of Institutional Advancement
- Assists in tracking departmental expenses and research/ troubleshoots as necessary.
- Serves as a knowledgeable resource for applicable purchasing policies and procedures.



# Non-Classified Central Pool Justification Form



## Additional Information

Will this be a new hire? Has not been determined.

Is this job currently being done? If so please explain. The Vice Chancellor has been able to get part-time assistance from another department.

Who will this position report to? The Vice Chancellor for Advancement and Development.

## Decision (for official use only)

☐

Approved

☐

Rejected

☐

Approved with modifications

☐

Deferred

## Justifications

## Signatures (for official use only)

Institutional Finance

Date:

ADHE Director

Date: