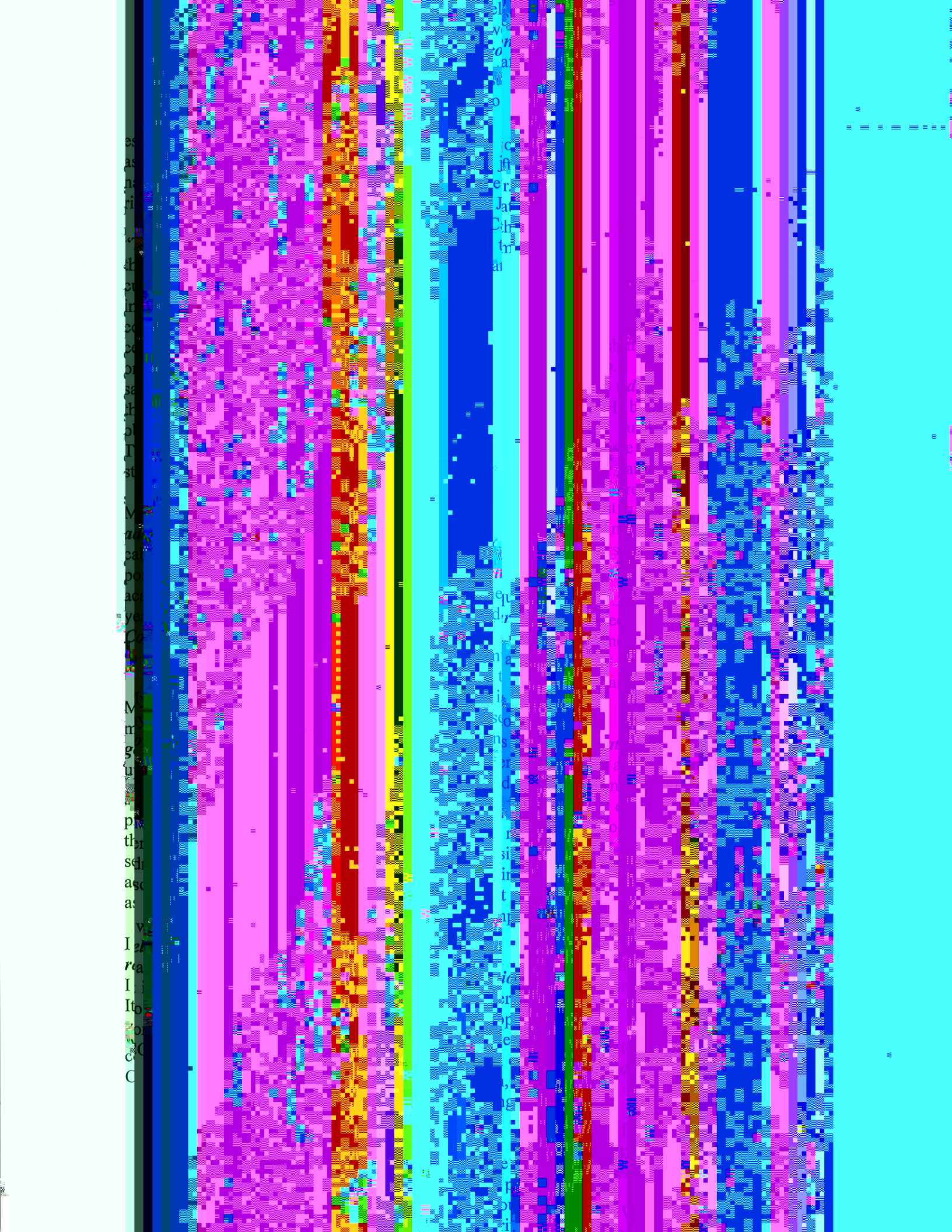


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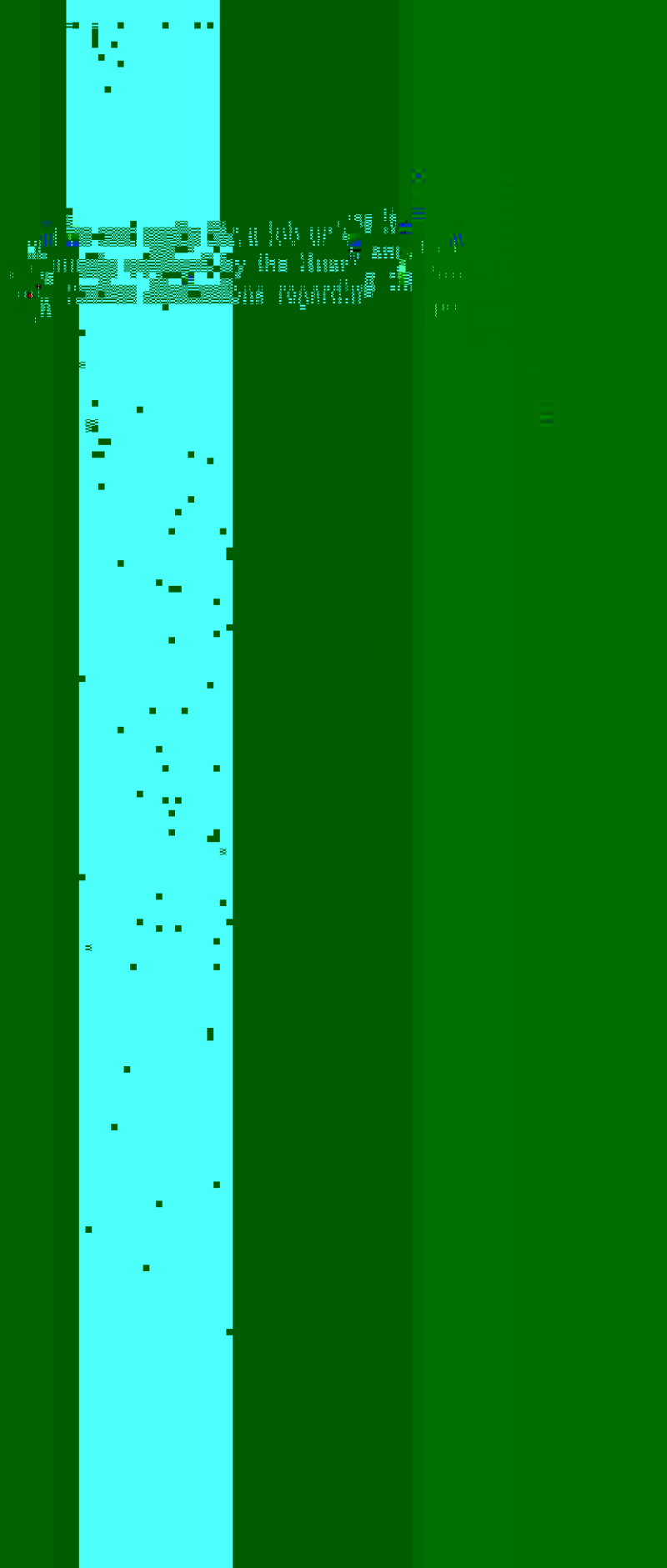
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# Curriculum Vitae Allen P. Vital

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## PROFILE

High energy, initiative-taking professional with u8.98 Tm 0 G [(pr(rgy, )) TJ ET Q q 0.00000912 0



## ADDITIONAL EDUCATION AND TRAINING

### FELLOWSHIPS

AMERICAN COUNCIL ON EDUCATION 2022- 2023

Fellow

WestLiberty University ±West Liberty, West Virginia

St. Elizabeth University±Morristown, New Jersey

EDMUND S.MUSKIE GRADUATE FELLOWSHIP 2012 ±2013

Bureau of Educational and Cultural Affairs

Mentor/Advisor Exchange (MAX)

Mentor Fellow

UnitedStates Department of StateWashington, DC

### CERTIFICATIONS

CERTIFIED FUND-RAISING MANAGER ±2000

Lilly Family School of Philanthropy

Indiana University Indianapolis, Indiana

CERTIFIED LEGAL ASSISTANT - 1997

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PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY SYSTEM  
BATON ROUGE, LOUISIANA

CHIEF OF STAFF  
OFFICE OF THE PRESIDENT  
AUGUST 2022 - P



- x Lead the reconstitution of the Foundation Board of Directors in 2011.
- x Conducted foundation fullboard and subcommittee meetings.
- x Recommend and administered endowment fund management policy.
- x Supervised eight employees of the foundation staff.
- x Managed the compliance of \$30 million in Foundation, LLC revenue bonds.
- x Coordinate meetings of the Educational Trust Fund Board of Directors.
- x Manage all Foundation, LLC properties totaling \$2,500,000.
- x Manage the annual distribution of over \$5 million in endowed scholarship.
- x Coordinate all annual audits for the Foundation, Inc., Foundation, LLC, and Trust Educational Excellence
- x Coordinate logistics for the Board of Trustees and Foundation Board related to the annual Magic City Classic.
- x Coordinate logistics for the annual Recruitment



- x This was a temporary appointment and the duties have been assigned to the Director of Public Safety.

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DIRECTOR OF MAJOR GIFTS  
Office of Institutional Advancement  
May 2004 ±December 2006

Contributed to the overall fundraising strategy of the university as one member of a member advancement team. The department was supervised by the Vice President for Advancement with the Director of Major Gifts reporting to the Assistant Vice President for Development. Collaborated with other unit directors to ensure the mission of the university was being achieved through comprehensive fund raising.

#### KEY RESPONSIBILITIES

- x Solicit major gifts in support of the \$150 million Beyond Boundaries Capital Campaign.
- x Identification, cultivation, and solicitation of gifts of \$10,000 and above.
- x Identify, cultivate, and solicit planned gifts, including but not limited to bequest, annuities, and trust.
- x Manage a portfolio of 100±150 prospects.
- x Conducted presentations related to major gifts, planned gifts, and comprehensive university fund raising.
- x Implement prospect management and solicitation plans.
- x Exceeded annual and campaign fundraising goals 12% in the initial year 17% by second year.
- x Develop strategies with other fundraising units (Corporations and Foundation, Planned Giving).
- x Develop strategies with faculty, staff, and alumni for achieving major gift goals.
- x Recruit, train, and manage volunteers for assistance in major gift activities.
- x Provide reports and analysis on major gift activities and projections through fundraising software.

#### ACCOMPLISHMENTS

- x Spearheaded outreach to major gift donors in Metro New Orleans following hurricane Katrina to extend assistance.
- x Developed and executed a training program for junior level fundraising professionals to ensure a seasoned staff of professionals.
- x Acquired non-cash gifts in the forms of artwork and real estate that could be converted into cash.

#### BATON ROUGE COMMUNITY COLLEGE

BATON ROUGE, LOUISIANA  
2003 ±2004

In its sixth year of existence, Baton Rouge Community College was establishing its presence as an institution. Critical to its existence was the implementation of units that could enhance its efforts in workforce development. Key to that effort was the establishment of a Foundation for the acceptance of private contributions. Additionally, there was an opportunity to seek State and Federal grant opportunities which lead to the creation of the Office of External Relations.

graduation classes increase the establishment of an alumni organization would prove valuable to future internship and career opportunities.

EXECUTIVE DIRECTOR  
Foundation  
March 2003±April 2004

KEY RESPONSIBILITIES

- x Identify, cultivate, and solicit restricted and unrestricted major and endowed gifts.
- x Managed the monthly subcommittee and annual foundation board meetings.
- x Developed fundraising marketing and development plans.
- x Established and administered the annual fund campaign.
- x Develop an annual and signature fundraising event.
- x Recruited corporate sponsors for college events.
- x ( V W D E O L V K H G U H O D W L R Q V K L S V Z L W K E X V L Q H V V D Q G breakfast.
- x Managed all aspects of gift acknowledgements and stewardship.
- x Coordinate annual foundation audit data collection.
- x Board cultivation and solicitation.

ACCOMPLISHMENTS

- x Created policies and procedures for advancement services for the processing and management of gifts.
- x Conducted workshops and lectures on fundraising.

DIRECTOR OF ALUMNI AFFAIR  
Office of Alumni Affairs  
March 2003±April 2004

KEY RESPONSIBILITIES

- x Conduct strategic one-on-one meeting9 n BT /F7 12 Tf 1 0 0 1 108.02 481.15 Tm 0 G [<00



ACCOMPLISHMENTS

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- x Administered the spendable income allocations from the endowments.
- x Assumed an inactive Capital Campaign; hired and trained staff, developed strategies, wrote proposals to secure donations.
- x Managed all aspects of gift acknowledgment and stewardship.
- x Coordinated Student Ambassadors Program.
- x



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DEFINING THE FUNCTIONS OF THE AAMU FOUNDATION (June 2014) Alabama A&M University National Alumni Association Conference. Houston, Texas.

MUSKIE MAX MENTOR/ADVISOR EXCHANGE PROGRAM (October 2013) 10-day trip to teach fundraising techniques and strategies at Azerbaijan University of Language, Khazar University, Azerbaijan Diplomatic Academy and Ganja State Agrarian University, and a presentation to Muskie Fellows in the cities of BakGanja, and Qusar in the Country of Azerbaijan.

UNIVERSITY OF TRINIDAD AND TOBAGO (April 2013) Behavioral Conference: Understanding the Caribbean through the Lens of Research and Practice.

UNIVERSITY OF THE WEST INDIES - ST. AUGUSTINE



St. Kitts and Nevis Academic and Agriculture Committee, Current Member  
LePage Center at Tulane University Collaborative Partnership for Entrepreneurship and  
Innovation Committee, Current Member  
Food as Medicine Committee, Current Member  
Bayou Classic Committee, Current Member  
Southern University System Presidential Investiture Committee, Member  
Louisiana Capitol Park Museum HBCU Permanent Exhibition Committee, Current Member  
Jaguar Success Academy Planning Committee, Past Member  
Southern University System Federal Advisory Committee, Advisor  
Postsecondary Education Inclusive Advisory Council, Current Member  
Board of Regents HBCU Advisory Council, Proxy Member  
Saint John Paul II Catholic High School Board of Trustees