
University Advancement Staff

M. Karen McCauley

Position: Chief Advancement Officer

Office: Richards Hall 106

Tasks and Responsibilities:

- Provide oversight and leadership to Development, Advancement Services, Alumni Engagement, and Donor Engagement
- Serves as the staff lead for four volunteer boards: CSU Foundation; Foundation Properties, Alumni Association, and Athletic Fund Board
- External Relations and Advocacy

Sandy Lewack

Position: Executive Assistant

Office: Richards Hall 104

Tasks and Responsibilities:

- Executive assistance to the Chief Advancement Officer
- Foundation Board Relations
- Office Management

Alumni Engagement, Annual Giving & Donor Engagement

Jennifer Joyner

Position: Assistant Vice President, Donor Experience

Office: Richards Hall 106

Tasks and Responsibilities:

- Special Events (University -including Graduation Coordination, UA, Presidential, Fundraising)
- Leadership for Alumni Engagement & Annual Giving
- Board Governance and Committee Management
- Alumni Travel Program
- Donor Experience

Alexis Gray

Position: Assistant Director, Alumni Engagement

Office: Richards Hall 137

Tasks and Responsibilities:

- Alumni Engagement
- Presidential Envoy Adviser
- Regional Alumni Events
- Alumni Board Committees
- Student to Alumni Engagement
- Alumni Information Requests

Aryah Buckmon

Position: Assistant Director of Annual Giving

Office: Richards Hall 128

Tasks and Responsibilities:

- Digital fundraising appeals
- Online giving pages and campaigns
- Department solicitations and crowdfunding initiatives
- Media content development for the department

Development

Rocky Kettering

Position: Chief Development Officer

Office: Richards Hall 105

Tasks and Responsibilities:

- Leads Development Team
- Major Gift Fundraising

Rex Whiddon

Position: Sr. Associate VP for Leadership Philanthropy and Strategic Initiatives

Office: Richards Hall 115

Tasks and Responsibilities:

- Major Gift Fundraising
- Legacy Gifts
- Stewardship Initiatives
- Staff Liaison to College of the Arts advisory boards

Jill Carroll

Position: Director of Development

Office: Richards Hall 010

Tasks and Responsibilities:

- Major Gift Fundraising
- Donor Stewardship
- Scholarship Stewardship
- UA Liaison/Support for College of Education & Health Professions and College of Letters and Sciences
- Endowment Agreement Compliance

Catherine Trotter

Position: Development Officer (Part-time)

Office: Richards Hall 002

Tasks and Responsibilities:

- Fundraising
- Gift Planning
- Staff Liaison to College of Arts boards

Ed Helton

Position: Sr. Development Officer (Part-time)

Office: Richards Hall 243

Tasks and Responsibilities:

- Fundraising
- Advisory Boards

CSU Foundation Accounting & Advancement Services**Gena Stone**

Position: Chief Financial Officer, Foundations

Office: Richards Hall 126

Tasks and Responsibilities:

- Foundation Accounting and Advancement Service Operations
- Fiduciary stewardship of the Foundations' assets
- Regulatory compliance, audit coordination, and financial policies
- Endowment management
- Donor Intent, Compliance and Oversight

Sandy Harris

Position: Controller - CSU Foundation

Office: Richards Hall 135

Tasks and Responsibilities:

- Accounting operations
- Financial reporting
- Accounting standards and policies
- Audit oversight

Ronnet Rice

Position: Director of Advancement Services and University Stewardship

Office: Richards Hall 134

Tasks and Responsibilities:

- Lead the Advancement Services Team
- Oversee Gift Processing, Receipting and Donor Credit
- Manage Setup and Compliance of Endowments and Funds
- Process Matching Gifts, Stock/Non-Cash Gifts and Payroll Giving
- Align Campus Partners on Stewardship and Giving Efforts
- Maintain Data Standards and Reporting

Miranda Billingsley

Position: Development and Stewardship Coordinator

Office: Richards Hall 129

Tasks and Responsibilities:

- Online Donations
- Online Event Registrations & Payments
- Recurring Donations Setup & Management
- Donor, Faculty/Staff & Alumni Contact Information Updates
- Donor Acknowledgements



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Available**

Brenda F. Cordell

Position: AP Manager (Part Time Retired/Teleworker)

Tasks and Responsibilities:

- Vendor payment processing
- Accounts payable policy compliance
- 1099 & Sales Tax Reporting
- Weekly vendor payment reports to SAS

Dev Dillard

Position: Scholarship Coordinator and Accountant II

Office: Richards Hall 131

Tasks and Responsibilities:

- Foundation scholarship management
- Alumni Association Accountant
- Department monthly reporting

Felicia Harris

Position: Gift Processor & Stewardship Coordinator

Office: Richards Hall 127

Tasks and Responsibilities:

- Gift Processing
- Donor-Advised Fund (DAF) Contributions
- Tribute Cards
- Donor Gift Receipting



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Available**

Suzanne Maynard

Position: University Account Services Supervisor (Part-time)

Office: Richards Hall 133

Tasks and Responsibilities:

- Accounting operations

Aamir Punjani

Position: Database and Prospect Research Coordinator

Office: Richards Hall 130

Tasks and Responsibilities:

- Database Accuracy & Data Hygiene
- Record Updates & CSU Graduate Imports
- Mailing and Event Lists & Reports
- Recognition Lists, Invitations, and Outreach Lists
- Donor Research & Giving Capacity
- VSE Reports for CASE Compliance

CSU Foundation Properties, Inc.

John Calhoun

Position: Executive Director-Foundation Properties, Inc. (FPI)

Office: Richards Hall 132

Tasks and Responsibilities:

- Foundation Properties, Inc. Portfolio Management
- Align Real Estate Strategy with University priorities
- Oversight of construction projects