

Stephen H. Catlett

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PROFILE

- Experienced in relationship building, utilizing broad organizational and interpersonal skills. Maintain a proven ability to cultivate comfortably and competently long term relationships with all levels of people. Positive minded with a can-do attitude. Goal oriented.
- Employment includes twenty-nine years of advancement experience in a university setting and seven years of private industry sales and sales management functions.

CORE COMPETENCIES

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| - Prospect identification, evaluation & solicitation | - Multiple project management |
| - Program strategy and administration | - Public speaking and presentations |
| - Organizational structuring | - Staff hiring, training, supervision and team motivation |
| - Strategic thinking and planning | - Collaboration with decision makers to produce results |
| - Budget management | - Event design, planning and execution |

WORK HISTORY & RESPONSIBILITIES

The University of Tennessee, Knoxville

Office of Advancement

Associate Vice Chancellor for Advancement

(August 2012 – present)

- Manage the campus-wide and regional development team which consists of eleven frontline fundraisers and two support staff.
- Since 2012, this team has raised over \$260 million to benefit the University of Tennessee, Knoxville
- Personally I have been involved in raising funds of over \$57 million since 2012
- Work in collaboration with Alumni Affairs, Athletics and other key partners across the campus of The University of Tennessee, Knoxville.
- Serve on the leadership team of the Vice Chancellor for Advancement as an integral part of the overall advancement team.
- Serve as the staff member responsible for the International Development program, engaging and cultivating UT alumni and friends across the globe.
- Provide advice and counsel to key administration with regards to the advancement of the university.

The University of Tennessee, Knoxville

Office of Alumni Affairs

Associate Vice Chancellor for Alumni Affairs

(July 2006 – July 2012)

- Led the Alumni Affairs program for the flagship campus of The University of Tennessee.
- Instituted a Lifecycle approach to alumni programming focusing on alumni in their particular stage of life – Introduced Experiences for a Lifetime as the tagline in communications materials.
- Established multiple programs targeting each lifecycle segment meant to engage a larger number of students, alumni and friends and at a deeper level.
- Served as a key member of the overall advancement team along with the AVC of Development.
- Took on the responsibility for the management and oversight of Annual Giving functions on the Knoxville Campus as they moved from Development to Alumni Affairs.
- Managed and oversaw a staff responsible for the planning and execution of alumni programs designed to engage a 220,000 + alumni base.
- Established and managed the 32-person Alumni Board of Directors, which is responsible for the direction, and for providing advice and counsel to the UT, Knoxville Alumni operation.
- Established and managed the Alumni Awards program.
- Was responsible for the motivation, direction as well as the hiring and firing of staff.
- Provided advice and counsel to top administration with regards to the advancement of the university.

The University of Tennessee
Office of Alumni Affairs and Annual Giving
Director of Alumni Programs
(1992 – July 2006)

Event Planning & Fundraising

- Molded and fostered life-long partnerships with alumni and friends through development of projects and events, which encouraged continued allegiance and involvement with the institution.
- Generated ongoing financial support for UT's academic and athletic initiatives.
- Traveled extensively throughout the Southeastern United States to organize and coordinate UT alumni related events.
- Served as lead administrator for athletic related programming working closely with men's and women's athletic departments.
- Served as a team member on various programming areas, including Reunions & Homecomings, Continuing Education and Marketing & Affinity Partnerships.

Public Relations

- Represented UT at alumni events and speak to audiences regarding the university's progress, vitality and achievements.
- Developed and created promotional materials, collaborating with graphic designers, giving final approval on copy, design and layout.
- Provided event related information to media outlets through press releases and/or personal relationships built through long-term involvement.

Management and Administration

- Served as the lead administrator for the 115 strong UT Alumni Chapter Program.
- Coordinated with ten alumni directors and hundreds of volunteers to facilitate the planning and execution of alumni chapter events.
- Served as collegiate alumni liaison to the College of Law and the College of Business to assist and coordinate programming for collegiate specific alumni initiatives.

Pfizer, Inc
Consumer Healthcare Division
Territory Sales Manager: Raleigh, North Carolina
(1987 – 1992)

Business Development & Achievements

- Managed over 50 accounts in North Carolina representing over 2 million dollars in yearly sales.
- Transformed territory into profitability within first year and became ranked in top 20% of division by recovering \$250,000 in lost business.
- Finished second in the nation in sales among 60+ managers for new product introduction.
- Consistently met goals and objectives set forth by upper management including quota attainment, new product introduction and customer relations.

Territory Management

- Interviewed, hired, trained and supervised two employees.
- Mentored and trained new hires in successful customer relations, effective sales techniques and relationship building.

Pfizer, Inc
Consumer Healthcare Division
Sales Representative: Knoxville, Tennessee
(1985 – 1987)

- Held responsibility for the management of 19 direct accounts and 600+ retail stores in nine southeastern cities with annual sales volume of over \$200,000.

EDUCATION

- Bachelor of Science, Marketing, 1985
The University of Tennessee
- Specialized Training:
 - SOAR Program (1995) “Supervision, Organization, Achievements and Responsibilities”
 - Effective Presentation Skills (1995)
 - CASE Summer Institute in Alumni Administration (1993)
- University of Tennessee Executive Leadership Institute 2019-2020
 - Selected as a leader from the Knoxville campus who shows high potential for succession to an executive position at the “enterprise” level

VOLUNTEER AND COMMUNITY SERVICE

- Council of Alumni Association Executives (2008-2012)
 - CAAE is comprised Alumni Executive from 90 of the top alumni programs in the country
- Council for the Advancement and Support of Education (CASE)
 - Faculty Presenter: Summer Institute in Alumni Relations, Burlington, VT (2012)
 - District III Conference Planning Committee (2004 –2010)
 - Faculty Presenter: CASE District III, Newcomers Track
 - Faculty Presenter: Summer Institute in Alumni Relations, Nashville, TN (2007)
 - Faculty Presenter: Clubs and Chapters, Denver, CO (2006)
 - Faculty Presenter: Building Lifelong Relationships, Charlotte, NC (2006)
 - Faculty Presenter: Building Lifelong Relationships, Boston, MA (2005)
 - Faculty Presenter: District III Conference, Newcomers Session (2004)
 - Faculty Presenter: Newcomers in Alumni Relations, Washington, D.C. (1997)
 - Active member since 1992
- Tennessee Advancement Resources Council (TARC)
 - Faculty Presenter: Effective Alumni Chapter Programming (1994)
- Knoxville Volunteer Rotary Club (2015 – present)
 - Fundraising Chair (2016 – 2020)
 - President-Elect (2021)
- Knoxville Business Association (1999 - 2008)
 - Treasurer (2006, 2007)
- Phi Kappa Tau Fraternity (Delta Kappa Chapter, The University of Tennessee)
 - Graduate Council (2015 – present)
 - President (2015 - 2020)
 - Co-chairman Fundraising Campaign (2021- present)
 - Chairman Fundraising Campaign (2000 - 2003)
 - Housing Corporation Member (2003 – 2009)
 - Board of Governors Member (1992 – 1997)
 - Co-chair: 25th Anniversary Celebration
 - Alumnus of the Year: (1989 & 1998)
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- Phi Kappa Tau Fraternity (University of North Carolina Colony)
 - Board of Governors (1990-1992)
- Wesley House Board of Directors (1995-1998)
- United Way of Knoxville Allocation Panel (1992- 1995)
- UT Federal Credit Union Board of Directors (2016 – present)
 - Secretary (2019 – present)