Dan Macaluso  
Vice President for College Advancement  
- Provide leadership and management for the overall operations of OCA  
- Establish short- and long-term planning, including goals and metrics  
- Plan, implement and direct comprehensive campaign  
- Oversee strategic communications, branding, and alumni/parent relations  
- Serve as primary interface with Board of Trustees and related committees  
- Directly support the President and serve as a member of the President's cabinet  
- Personally manage a portfolio of principal gift prospects, including trustees  
- Manage overall advancement budget

Evelyn Yeh  
Associate Director of Advancement Projects and Operations and Executive Assistant to the Vice President  
Backup: John Guthrie  
- Provide project and office management and serve as chief liaison for the VP for Advancement  
- Provide strategic management of the VP’s calendar and key projects and initiatives  
- Support the VP in managing principal gift activity, planning and execution of programs, and high-level donor events and meetings  
- Partner with the VP to facilitate ongoing communications within Advancement, across the College, and with the Board of Trustees  
- Oversee Gift Agreement process and help guide advancement reporting  
- Oversee and manage administrative operations within the Vice President’s Office

John Guthrie  
Coordinator for Advancement Projects and Operations  
Backup: Evelyn Yeh  
- Assist with calendaring, meeting preparations and expense processing  
- Support the Office of Stewardship and Events, specifically acknowledgement letters and stewardship reports  
- Support gift processing and constituent records updating  
- Support inventory, sales and order fulfillment for HMC Café and online store
**Tim Hussey**
Asst. Vice President for Communications and Marketing
Asst. Secretary to the HMC Board of Trustees
Backup: Stephanie Graham/Karen Angemi (Board)
- Advance the College's mission and vision through strategic communications and marketing efforts.
- Oversee branding, publications, communications, graphic design, PR, website development and marketing.
- Provide communications and marketing counsel to departments and units on campus.
- Provide communications counsel and support to the HMC Board of Trustees; draft and distribute post-meeting updates to College community.

**Kimberly Taylor-Pestell**
Coordinator
- Email marketing (Backup: Hussey, Graham)
- Photography booking (Backup: Gilson)
- Photography archive/Zenfolio (Backup: Graham)
- Function Point (Backup: Hussey)
- HMC Calendar - (Backup: Graham)
- Departmental support (Backup: Hussey)

**Stephanie Graham**
Director of Communications & Senior Editor
Backup: Eric Feezell then Tim Hussey
- Write/edit copy for College publications.
- Produce alumni & parent e-newsletters.
- Manage website News section and can make website edits.
- Editor, HMC Magazine (ideas welcome).
- Post and manage social media (FB, Twitter, Google+).
- LinkedIn, Flickr.
- Manage Cafe monitor, including posts.
- Manage College style guide and answer style questions.

**Eric Feezell**
Writer
Backup: Stephanie Graham then Kimberly Taylor-Pestell
- Write/edit copy for College publications.
- Campus reporter, always looking for story ideas to post on website (News section).
- Post to social media (FB, Twitter).
- Answer College style guide questions.
- Editorial team, HMC Magazine.

**Janice Gilson**
Art Director
Backup: Robert Vidaure
- Lead the creative team responsible for all printed promotional and marketing materials; provide design support for the website.
- Oversee the design and creation of the College magazine.
- Manage the College brand and visual identity guide.
- Create and manage the design and production of all College merchandise.

**Robert Vidaure**
Graphic Designer
Backup: Janice Gilson
- Design and create marketing materials and publications for the College.
- Designer for HMC Magazine.
- Branding and identity management for the College.
- Manage graphic design interns and student photographers.

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- Manage graphic design interns and student photographers.

**Pete Hobley**
Website Manager & Developer (AKA “Web God”) Backup: Judy Augsburger
- Manage website updates.
- Plan and build new websites/sections.
- Special website needs e.g. custom content, adaptive layouts.
- Manage website faults.

**Judy Augsburger**
Director of Public Relations
Backup: Tim Hussey (media); Pete Hobley (web); Kimberly Taylor-Pestell (video)
- Responsible for media relations, including pitching news stories, HMC experts, etc.
- Manages videography, including scheduling video shoots, editing, etc. and supervises live streaming of Commencement.
- Develop website content, updates, corrections.
- News writing for website.
- Editorial planning and writing for President Klawe’s blog for Forbes.
Debbie Bills  
Asst. Vice President for Communications and Marketing  
Alternate Contact: Christine Harrison  
- Provide oversight for all gift processing functions, Research & Prospect Management, Database Management and Reporting  
- Facilitate and administer life income and estate bequests  
- Facilitate mutual funds donations & gifts of complex assets  
- Participate in the final review of Gift Agreements

Christine Harrison  
Assistant Director of Advancement Services  
Alternate Contact: Debbie Bills  
- Oversee gift and data entry & ensure data integrity (backup: Debbie)  
- List requests and report creation/edits (backup: Jake/Debbie)  
- Gift Agreement Processing & Pledges (backup: Debbie/Evahyn)  
- Financial Reconciliations and Surveys (backup: Debbie/Donna/Debbi)  
- Facilitate gifts of stock

Jake Lui  
Senior System Administrator/Programmer  
Alternate Contact: Christine Harrison  
- Create and maintain Cognos reports  
- Provide database support for data extraction, transformation, and loading  
- Problem solve programming and software issues

Dolores Montoya  
Advancement Services Coordinator  
Alternate Contact: Christine Harrison  
- Gift and pledge entry in CX, including gift validation and receipt processing  
- Monthly General Ledger Feed & Reconciliation  
- Wells Fargo Bank Statement reconciliation  
- Maintaining biographical updates in CX  
- Creating new CX accounts

Cristi Hendry  
Director of Advancement Research  
Alternate Contact: Ken Saita  
- Identify and track major gift prospects and proposals  
- Manage data that moves individuals towards making a major gift  
- Provide metric reports on major gift activity  
- Provide research on prospects for briefings and donor visits

Ken Saita  
Assistant Director of Advancement Research  
Alternate contact: Cristi Hendry  
- Prospect research, including constituent profiles, briefings and reports  
- Data analytics  
  - Statistical modeling, Numerical summaries, Demographic studies
Elise Cherpin
Director of Stewardship and Events

- Oversees the gift acknowledgment process: letters from the VP of Advancement and the President; notes from the academic department chairs; and postcards from Annual Giving (Backup: John).
- Manages the reporting on and stewardship of endowed funds and applicable annual funds to donors (Backup: Dan).
- Organizes the Nelson and Annenberg lecture series as well as other donor appreciation events (Backup: John).
Jennifer Green
Director of Alumni & Parent Relations (Matt/APR Team)
- Oversees Alumni & Parent Relations programming with goal of enhancing engagement of HMC’s alumni and parents
- Staffs AABOG
- Main liaison to IModules, HMC’s alumni portal, in partnership with Communications and Marketing and Advancement Services

Angie Pfeiffer
Associate Director, Alumni & Parent Relations (Jennifer (APR) and Jessica (Parents)/Jake)
- Co-Leader, Parent Leadership Council (with Jessica Berger) and manages parent programming
- Manages Family and Alumni Weekends
- Manages Reunions, including partnership with D&CP officers on management of specific classes

Arran McNabb
Associate Director, Alumni & Parent Relations (Jennifer/Joanna)
- Manages off-Campus APR events and programming
- Works closely with faculty and their involvement with alumni
- Current Co-Chair, ICARE

Joanna Callahan
Coordinator, Alumni & Parent Relations (Jennifer and Arran/Jake)
- Supports Alumni & Parent Relation director and all off-Campus programming and events
- Supports AABOG’s administrative needs
- Serves as liaison with alumni on IModules questions and issues

Jake Ayres
Coordinator, Alumni & Parent Relations – Signature Events and Development (Angie and Jessica/Joanna)
- Supports on-Campus programming and events
- Supports PLC and parent fundraising and programming

Matt Leroux
Assistant Vice President for Development & Constituent Relations (Dan/Jennifer)
- Manages Major Gifts, Foundations, Annual Giving and Alumni & Parent Relations
- Partners with Advancement Services on prospect management, serving as chief prospect strategist
- Partners with IF on Campaign management
- Personally manages national portfolio of philanthropic prospects and lead APR constituents
- Computer Science departmental liaison

Marisa Reyes
Coordinator (Matt)
- Supports AVP Major Gifts, and Foundations
- Supports planned giving projects under direction of Debbie
Cameron Pinckney
Interim Director, Annual Giving (Matt/Associate Director)
• Oversees all Annual Giving programming, including responsibility for raising Annual Mudd Fund each year (currently $4.687M)
• Manages calendar of annual solicitations and oversees direct mail/email program in close coordination with Communications and Marketing and Parent fundraising program
• Staffs AABOG Fund Committee

Vacant
Associate Director, Annual Giving- Vacant (Cameron/Irene)
• Supports director in management of Annual Giving
• Manages Phonathon program
• Serves as HMC staff leader for Student Philanthropy

Irene Barela
Coordinator, Annual Giving (Cameron and Associate Director)
• Supports Annual Giving
• Manages Phonathon student workers
• Coordinates mailings

Marisa Reyes
Coordinator (Matt)
• Supports AVP, Major Gifts, and Foundations
• Supports planned giving projects under direction of Debbie

Matt Leroux
Assistant Vice President for Development & Constituent Relations (Dan/Cameron)
• Manages Major Gifts, Foundations, Annual Giving and Alumni & Parent Relations
• Partners with Advancement Services on prospect management, serving as chief prospect strategist
• Partners with VP on Campaign management
• Personally manages national portfolio of philanthropic prospects and lead APR constituents
• Computer Science departmental liaison

Irene Barela
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• Supports Annual Giving
• Manages Phonathon student workers
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Coordinator (Matt)
• Supports AVP, Major Gifts, and Foundations
• Supports planned giving projects under direction of Debbie

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• Oversees all Annual Giving programming, including responsibility for raising Annual Mudd Fund each year (currently $4.687M)
• Manages calendar of annual solicitations and oversees direct mail/email program in close coordination with Communications and Marketing and Parent fundraising program
• Staffs AABOG Fund Committee
David Coons
Director of Foundation Relations (Matt and Dan/Marisa)
- Manages all fundraising activities with major, operational foundations
- Closely partners with HMC’s faculty to identify and secure grant opportunities
- Current Co-Chair, ICARE

Vacant
Director of Regional Development (Matt/Other MGOs)
- Manages portfolio of philanthropic prospects in Pacific Northwest, Bay Area, San Diego, Inland Empire, Mountains/Plains and Midwest
- Travels monthly to qualify, cultivate, solicit and steward prospects and donors
- Humanities and Social Sciences and Chemistry departmental liaison

Nicole Parsons
Associate Director of Regional Development (Matt/Other MGOs)
- Manages portfolio of philanthropic prospects in Northeast, Bay Area, and Texas
- Travels monthly to qualify, cultivate, solicit and steward prospects and donors
- Biology and Physics departmental liaison

Jessica Berger
Associate Director of Development (Matt/Other MGOs (on major gifts) and Angie (on parents))
- Co-Leader, Parent Leadership Council (PLC) and manages parent philanthropy
- Manages portfolio of philanthropic prospects in Los Angeles, Orange County, Santa Barbara and Arizona
- Travels monthly to qualify, cultivate, solicit and steward prospects and donors
- Mathematics departmental liaison

Matt Leroux
Assistant Vice President for Development & Constituent Relations (Dan)
- Manages Major Gifts, Foundations, Annual Giving and Alumni & Parent Relations
- Partners with Advancement Services on prospect management, serving as chief prospect strategist
- Partners with VP on Campaign management
- Personally manages national portfolio of philanthropic prospects and lead APR constituents
- Computer Science departmental liaison

Marisa Reyes
Coordinator (Matt)
- Supports AVP Major Gifts and Foundations
- Supports planned giving projects under direction of Debbie