

DAVID W. HUBBARD

100 CARDINAL DRIVE
ATHENS, TEXAS 75751
(903)670-2620

EXPERIENCE

PROFESSIONAL EXPERIENCE

2002-Present Assistant to the President, Office of Development & Alumni Relations
Trinity Valley Community College
Athens, Texas (903)670-2620

- Responsible for the coordination of the identification, cultivation and solicitation of prospective donors.
- Ensures the organization and execution of fund raising programs directed at individuals, corporations and foundations.
- Develops professional resources in the service area to assist in fund raising activities.
- Responsible for the management of all donor records and the receipting and acknowledging of all gifts.
- Responsible for the preparation and submission of private sector grants.
- Responsible for the planning and preparation of printed materials used in conjunction with fund raising.
- Coordinates all fund raising efforts with the institutional foundation.

1999-2002 Director, Student Financial Services
Trinity Valley Community College
Athens, Texas

- Responsible for data entry and maintenance of all donor and departmental scholarships
- Responsible for supervision of financial aid counselors and staff on three campuses
- Administrator of all Title IV students financial aid compliance requirements
- Responsible for departmental budget and expenditure control
- Administrator of all Department of Education and Texas Higher Education Coordinating Board yearly reports
- Responsible for administration and distribution of all Title IV financial aid funds

1994-1999 Registrar/Financial Aid Officer
Lon Morris College
Jacksonville, Texas

- Administrator of all federal and state student aid funds
- Responsible for verification of parent/student family contribution computation
- Administrator of scholarships for the institution
- Coordinated Department of Education guidelines
- Maintained all student financial aid files
- Coordinated all reporting requirements of the Department of Education and the Texas Higher Education Coordinating Board
- Responsible for maintaining all student academic records
- Responsible for all statistical reporting involving institutional enrollment

1991-1994 Director of Admissions
Lon Morris College
Jacksonville, Texas

- Coordinated all marketing and recruitment efforts of all new prospective students to the institution
- Directed all student mail campaigns
- Designed all student marketing publications
- Coordinated all college day programming with admissions counselors
- Managed and supervised all admissions personnel, consisting of three admissions counselors and three office staff members
- Responsible for departmental expense and budget maintenance

1988-1991 Director of Development Services
Lon Morris College
Jacksonville, Texas

- Coordinated functions of the public relations office, admissions office and development office
- Supervised management personnel within these departments
- Planned major marketing programs
- Coordinated alumni and general donor programs
- Worked to create, develop and maintain a marketing network of key donors and friends of the institution
- Responsible for foundation grant research
- Prepared and solicited grant proposals

1985-1988 Director of Business Affairs
Lon Morris College
Jacksonville, Texas

- Responsible for managing all accounting functions of the institution, including accounts payable, receivable, payroll and general ledger
- Responsible for developing and maintaining a yearly operating budget for the institution
- Coordinated the administration of all employee insurance and retirement programs
- Served as personnel director for the institution
- Served as manager over all physical operations within the physical plant
- Coordinated all daily routines of the institution's auxiliary operations, including the college's bookstore and cafeteria

EDUCATION

Bachelor of Arts	1973	Baylor University Major-Sociology
Master of Arts	2001	University of Texas at Tyler Interdisciplinary Studies Sociology, History, Criminal Justice, Higher Education Overall gpa--3.93

COMMUNITY AFFILIATIONS

1979-1999	Member-Jacksonville Chamber of Commerce
1994-1997	Board Member-Jacksonville Chamber of Commerce
1995	Secretary/Treasurer-Jacksonville Chamber of Commerce
1996-1997	Vice President of Board-Jacksonville Public Library
1985-2004	Member of First Baptist Church, Jacksonville, Texas
2002-2005	Board Member, Athens Rotary Club

2004-2005 Board Member, Cain Center

2003-2005 Board Member, United Way of Athens

2005 Chairman of the Board, Athens Chamber of Commerce

2005 President, Henderson County Chapter, American Cancer Society

2005 Member, First Baptist Church, Athens, Texas