

## **C. Jeffrey De Witt**

Center for Evaluation & Education Policy  
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### **EDUCATION**

Bachelor of Science Degree: Sociology and History  
Ball State University, Muncie, Indiana; December, 1976

### **SUMMARY OF EXPERIENCE**

**Broad experience in organizational planning, management, and marketing:** establishing external partnerships and coalitions, marketing, membership/customer development, orientation and support of members and volunteer leaders at all levels, risk management, fund raising, public relations, budget planning and management, evaluation and application of evolving technologies, staff development and supervision (both, office and field-based staff in North America and Latin America).

### **PROFESSIONAL EXPERIENCE**

**August 1999 – Present: Center for Evaluation & Education Policy**  
(Formerly the Indiana Center for Evaluation)  
**Indiana University; Bloomington, Indiana**

*Assistant Director for Marketing & Facilities*  
(February 2004 – Present)

Work to increase awareness of CEEP among those who might need the center's services; support the development of partnerships between the center and relevant organizations; ensure quality and consistency in the day-to-day functioning of the support, administrative, and fiscal activities of the center.

Responsibilities include:

- Maintaining effective human resources policies and procedures for all center staff (academic, support, professional, hourly, and student)
- Overseeing and managing all purchasing activities of the center (including appointment of staff and ancillary personnel)
- Maintaining and applying a Performance Management System to the evaluation and supervision of all non-academic and non-management staff of the center; also, direct supervision of the Office Manager and second-level supervision of all other support staff
- Monitoring the accuracy of all active financial accounts of the center
- Supervision of general budgeting and budget management across accounts (including forecasting income and expenses)
- Overseeing and managing center facilities and technology

*Associate Director for Business Operations  
(April 2003 – February 2004)*

Worked to ensure quality and consistency in the day-to-day functioning of the support, administrative, and fiscal activities of the center.

Responsibilities included:

- Maintaining effective human resources policies and procedures for all center staff (academic, support, professional, hourly, and student)
- Overseeing and managing all purchasing activities of the center (including appointment of staff and ancillary personnel)
- Maintaining and applying a Performance Management System to the evaluation and supervision of all non-academic and non-management staff of the center; also, direct supervision of the Office Manager and second-level supervision of all other support staff
- Monitoring the accuracy of all active financial accounts of the center
- Supervision of general budgeting and budget management across accounts (including forecasting income and expenses)
- Overseeing and managing center facilities and technology

*Marketing/Outreach Coordinator  
(August 1999 – March 2003)*

Worked with clients and prospective clients to discover how their needs for objective program evaluation could be met by the center; supported the development of partnerships between clients and the center; worked with other staff to assure the satisfactory delivery of the Center's services; and assisted the strategic planning and management operations within the center.

**February 1999–August 1999: Indiana Center for Evaluation  
Indiana University; Bloomington, Indiana**

*Consultant*

Worked with the Indiana Center for Evaluation to conduct a management audit, develop a management plan, and outline marketing strategies for growth.

**October 1986–October 1998: Kiwanis International Headquarters,  
Indianapolis, Indiana**

*Coordinator, Field Operations  
(February 1995 – October 1998)*

Senior management position, responsible for three departments focused on operations in the Americas and Asia/Pacific regions, and advisory support for evolving operations in Europe and Africa. Helped design and gain Board of Trustees' acceptance of comprehensive long-range plans for development and operations in each region. Responsible for staff of 18 employees and budget of \$1,160,000; staff strategy committees on office technology, Internet use, and redesign of database on 330,000 members

and 8,200 local clubs in 81 nations; and liaison to Board of Trustees for growth and member services issues. Selected to assist with hiring a new Management Information System Director and a new Human Resources Director.

*Acting Assistant Secretary, Membership  
(June 1991 – November 1991)*

Temporary senior management over seven departments related to worldwide membership development and support. Responsible for combined staff of 33 employees and budget of \$2,300,000. Later assisted with orientation of the new Assistant Secretary and restructuring of the Membership Division.

*Director, Field Operations-North America  
(October 1987 – October 1998)*

Led the development and initial implementation of the first marketing-style approach to Kiwanis operations. Redefined growth related roles of staff and lead volunteers at international, district, and local levels. Developed new training plans and materials for volunteers. Reorganized and expanded the role of field staff in North America and hired a new style of field staff. Organized interdepartmental project teams to reshape North American operations.

*Manager, Field Operations  
(October 1986 – September 1987)*

Worked with staff and volunteers in the field throughout North America to learn the strengths and weaknesses of growth-related programs and general operations of the organization.

**January 1981-September 1986: Alpha Tau Omega Fraternity  
Headquarters; Champaign, Illinois**

*Director, Alumni and Volunteer Services  
(1981-1986)*

Coordinated the appointments of non-elected national leaders.

Redesigned the orientation programs for volunteers to be more comprehensive.

Began a series of regional alumni volunteer conferences with the National President to bring more national, regional, and local volunteers face to face to discuss current issues and needs.

Assisted with establishing the headquarters' first in-house membership database, containing records of 110,000 alumni and 8,100 undergraduates.

Established regular contact with local alumni associations, and promoted their awareness of, and involvement in the current agenda of the national organization.

Initiated a series of city alumni receptions to identify potential volunteers and donors, inform them of current issues, and learn their ideas and needs as members.

Coordinated site selection, programming, staff assignments, and on-site management for national conventions outside Champaign, Illinois. Worked with the Executive Director, local "host" alumni, and hotel staff to produce the conventions within budget.

Temporary supervision of Chapter Services Department, including five field staff (June – September 1986).

Worked regularly with alumni, students, and administrators of a wide variety of colleges and universities throughout the United States.

**October 1979 – January 1981: Circuit & Superior Courts of Wayne County, Richmond, Indiana**

*Assistant Probation Officer*

Supervision of assigned adult and juvenile cases; including investigations, evaluations, counseling, and recommendations to the courts.

**April 1977 – October 1979: Circuit & Superior Courts of Jay County, Portland, Indiana**

*Deputy Probation Officer & Coordinator of Volunteers*

Supervision of assigned adult and juvenile cases; including investigations, evaluations, counseling, and recommendations to the Courts. Management of the Volunteers In Probation program, including recruiting and training volunteers, matching volunteers with juveniles, and preparation of grant requests and reports for federal and state funding. Designated community liaison, representing the Courts to civic organizations, religious groups, and schools, and the courts' representative on the organizing committee for the Jay County Big Brothers/Sisters Program.