

**BOARD OF TRUSTEES
UNIVERSITY OF THE DISTRICT OF
COLUMBIA UDC RESOLUTION NO. 2025 – 51**

**SUBJECT: APPOINTMENT OF ANNIE WHATLEY AS VICE PRESIDENT FOR
EXTERNAL RELATIONS AT THE UNIVERSITY OF THE DISTRICT OF
COLUMBIA**

WHEREAS, pursuant to 8B DCMR §210.1, the President is authorized to make executive appointments to designated positions in the Education Service in accordance with the provisions of 8B DCMR §§210 and 211; and

WHEREAS, pursuant to 8B DCMR §210.2, each person selected by the President for an executive appointment shall be qualified based on a description of their position or their roles and responsibilities and shall be approved by the Operations Committee; and

WHEREAS, pursuant to 8B DCMR §208.1, the Board of Trustees determines executive compensation for administrators and non-administrators at Grade Level 1A and above, upon recommendation of the President through the Operations Committee; and

WHEREAS, Annie Whatley has been recommended to serve as the Vice President for External Relations based on her knowledge, past accomplishments and experience; and

WHEREAS, after review of her credentials, it has been determined that Annie Whatley is well qualified for such position and that the recommended salary adequately reflect the job duties and experience.

NOW THEREFORE BE IT RESOLVED, that the Board approves the appointment of Annie Whatley as Vice President for External Relations effective November 17, 2025, consistent with the terms and conditions of her appointment letter.

Submitted by the Operations Committee:

December 10, 2025

Approved by the Board of Trustees:

December 10, 2025



Warner H. Session
Chairperson of the Board



Maurice D. Edington, Ph.D.
President

November 3, 2025

Annie Whatley
[REDACTED]
[REDACTED]

Re: Executive Appointment, Vice President for External Relations, at the University of the District of Columbia

Dear Annie Whatley:

I am pleased to offer you an executive appointment as **Vice President for External Relations** at the University of the District of Columbia effective **November 17, 2025**, pending Board of Trustees approval. Pursuant to applicable District of Columbia law, an executive appointment as Vice President for External Relations is "at will," which means that the appointment may be terminated at any time without appeal or right to compensation, because you serve at the pleasure of the President. As Vice President for External Relations, you will perform the duties and responsibilities of the position as directed by the Chief Advancement Officer.

Your salary under this appointment will be **\$160,014.92 (Grade 1A, Step 3)** on the non-union Administrative Salary Schedule. You will be fully eligible for cost-of-living increases in accordance with the applicable University policy. You will also be eligible for and may participate in the University of the District of Columbia health insurance, life insurance, retirement, and disability programs in the same manner and under the same conditions as regular administrative employees hired on or about the date of this appointment. The University will contribute seven percent (7%) of your salary to your Teachers Insurance Annuity and Association (TIAA) retirement account. Your leave accrual rates are as follows: annual leave accrual, six and half (6.5) hours per pay period, and sick leave accrual, three and half (3.5) hours per pay period, subject to university guidelines.

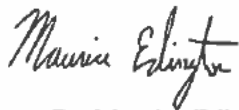
Please indicate your acceptance of this offer by signing and returning this letter to recruit@udc.edu within three (3) business days. This offer is contingent upon the completion of a full background check. To begin your background check, you must complete and submit the online application that you will receive directly from HireRight. If you do not receive an email from HireRight within seven (7) days, please contact Recruitment at (202) 274- 5380.

Sincerely,

UDC | **Turning Potential *into* Power**

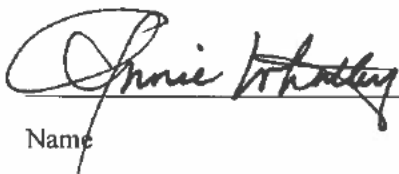
4200 Connecticut Avenue NW — Washington, DC 20008
Phone: 202.274.6016 • www.udc.edu

Maurice D. Edington, Ph.D. President



cc: Dr. Maurice Edington, President Official Personnel File

I accept the terms and conditions of the foregoing executive appointment as Vice President for External Relations at the University of the District of Columbia.


Name

November 5, 2025

Date

POSITION DESCRIPTION



POSITION INFORMATION

Title: Vice President for External Relations

Reports to (position title): Chief Advancement Officer

Department/Office: _____ Campus: Van Ness

Shift: Day Nights/Weekends: ___ Y ___ N X As Needed

Regular or Temporary: Regular Full Time or Part Time: Full Time

Local or Grant Funded (with percentages): _____

POSITION SUMMARY

Instructions: Summarize general nature and purpose of position. Concisely describe how position relates to mission of the department.

The Vice President for External Relations reports to the Chief Advancement Officer and serves as a key member of the University's senior leadership team. The position is responsible for developing and implementing strategies that strengthen the University's relationships with governmental, corporate, community, and civic stakeholders in support of UDC's mission and strategic priorities.

The Vice President will play a central role in advancing the University's visibility, influence, and impact across the District and beyond. This position will also support initiatives that enhance the University's capacity to build and sustain relationships that advance fundraising, partnership development, and resource generation.

The Vice President is expected to understand policy initiatives of federal, state, and local agencies, private corporate agendas, and the interests of neighborhood and community-based organizations. The incumbent will effectively communicate, elevate, and promote the interests and public image of the University as a Public Higher Education Model of Urban Success.

UDC SERVICE STANDARDS

RESPONSIVE

- Communicate, deliver timely and accurately
- Engage in active listening
- Send clear and accessible messages
- Take ownership and be helpful

EFFICIENT

- Do it right the first time
- Act in anticipation of future needs, problems, or changes
- Produce results without waste
- See things through to completion

COURTEOUS

- Treat people with respect; Act with integrity
- Show empathy and compassion
- Be kind and polite (Smile)
- Be attentive and approachable

EFFECTIVE

- Be knowledgeable of the job and how it interfaces with stakeholders
- Appropriately apply policies and procedures which govern the role
- Respond with accuracy and urgency
- Problem solve and prioritize the needs of stakeholders

POSITION RESPONSIBILITIES

Instructions: Describe 5-10 major responsibilities in detail and indicate approximate percentage each is performed per month. (Must equal 100%) Begin statements with a verb to describe what and how.

1. Leads and manages the University's external relations programs to advance legislative, regulatory, and partnership goals that strengthen institutional priorities and attract public and private support.
2. Serves as a President's designee in cross-sector communication with elected and appointed officials to advance the University's policy, funding, and visibility objectives.
3. Builds and maintains strategic relationships with internal and external stakeholders; informs and advises policymakers, funders, and partners on issues impacting the University's mission and growth.
4. Collaborates with the President, Chief Advancement Officer, and Vice President for Research on strategies that cultivate, solicit, and steward partnerships and prospects supporting key fundraising and institutional initiatives.
5. Develops outreach strategies to engage corporate, governmental, and community entities that align with University priorities and contribute to revenue generation, grants, sponsorships, and philanthropic support.
6. Plans and represents the University at selected corporate, community, and government events, hearings, and convenings to enhance the institution's visibility and partnerships.
7. Supports marketing and communications efforts by developing talking points, content, and campaigns that promote advocacy, engagement, and investment in the University.
8. Oversees research and analysis of selected legislative and policy developments; prepares testimony, reports, issue briefs, correspondence, and other materials that support the University's advocacy and advancement priorities.
9. Provides leadership and supervision as needed to staff and consultants supporting External Relations, partnership development, and government relations activities.
10. Performs other duties as assigned.

PHYSICAL REQUIREMENTS, TRAVEL & EQUIPMENT USED

Instructions: List any physical demands related to this position such as walking for long periods of time, carrying heavy objects, etc. Please list the equipment that this position will use. Include machines, tools, and chemicals (if applicable).

This position is primarily sedentary in nature, requiring the ability to remain in a stationary position for extended periods. The incumbent must be able to operate standard office equipment. Occasional movement within the office to include bending, reaching, or lifting items up to 15 pounds. This description reflects the physical demands typically associated with office work and is not intended to be exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, in accordance with the Americans with Disabilities Act (ADA) and applicable local laws and policies.

REQUIRED QUALIFICATIONS

Instructions: Specify the required minimum education and experience; as well as related competencies.

1. Bachelor's degree required; Master's degree preferred.
2. Minimum of 10 years of progressive experience in government relations, external affairs, business development, or related fields, with deep understanding of legislative and regulatory processes.
3. Equivalent combination of education and experience (e.g., graduate study or law degree plus 3 years of relevant experience with Federal or DC agencies) may be considered.
4. 5 years of experience supervising and developing professional staff desired.
5. Must possess a working knowledge of Board of Trustees policies, University regulations, and applicable federal and D.C. laws.

PREFERRED QUALIFICATIONS

Instructions: Specify preferred competencies, specialized education, field, certifications, and/or experience.

1. Strong knowledge of governmental, political, philanthropic, and legislative processes, as well as public affairs and strategic communication principles.
2. Exceptional relationship-building, persuasion, and networking skills.
3. Demonstrated leadership, integrity, and commitment to the University's mission and values.
4. Superior written and oral communication skills.
5. Ability to manage complex initiatives and align stakeholders around shared objectives.
6. Knowledge of University policies and the ability to operate within an academic governance framework.
7. Capacity to collaborate effectively with individuals at all levels of the University and external organizations.
8. Able to operate with significant independence, sound judgment, and initiative in managing a wide range of interrelated activities. Maintains regular contact with students, faculty, staff, administrators, public officials, and external partners to facilitate communication and decision-making.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties, responsibilities, and expectations outlined in this position description. I acknowledge that this document is intended to describe the general nature and level of work required of this position and does not represent an exhaustive list of all duties that may be assigned. I understand that the position description may be reviewed and updated periodically, and I agree to fulfill the duties as assigned to the best of my ability.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

OFFICE OF HUMAN RESOURCES ONLY

POSITION INFORMATION

Approved Title: Vice President for External Relations

Classification: _____ Grade/Step: DS0058/1A/3

Employment Type: _____ Pay Group: _____

FLSA Status: Exempt Essential Employee: _____

Collective Bargaining Status: _____ Job Code: _____

Notes:

Annie P. Whatley

Assistant Vice President, External Relations and Strategic Initiatives

Annie Whatley is the Assistant Vice President of External Relations and Strategic Initiatives at the University of the District of Columbia. Prior to joining the University, she served as the Deputy Director of the Office of Minority Education and Community Development at the Department of Energy in Washington, DC. In this role, she served as the senior advisor on minority education and community outreach activities.

With over 30 years of dedicated service, she became a leading voice for minority education and outreach at the Department of Energy (DOE), championing initiatives that created opportunities for universities, students, and faculty to engage in research and educational programs. Under her leadership, Historically Black Colleges and Universities and other minority serving institutions received more than \$1 billion in funding to support research, development, and student assistance initiatives aligned with the Department's mission.

Earlier in her career, she served as an Economist at the U.S. Department of Labor's Bureau of Labor Statistics, working on a range of consumer and industry statistical and analytical programs.

Her longstanding commitment to community service includes leadership roles in several civic and philanthropic organizations. She is a past President and Vice President of Links, Incorporated, Capital City (DC) Chapter. She also served as Co-Director, Philanthropy and Chair, Fund Development of the Links Foundation, Incorporated. She also served on the Boards of Trustees of the Greater Washington Urban League, receiving the Outstanding Service Award and the Georgetown Day School where she chaired the Diversity Committee and served on the Development Committee. She currently serves on the Boards of the Duke Ellington School of the Arts, chairing the Nominating and Governance Committee; the District of Columbia Chamber of Commerce; the Epsilon Boule Education Foundation; the Delta Research and Education Foundation; the Energy Child Development Center - a pre-school for which she was a co-organizer; and the Smithsonian Regional Council.

She is an active member of Delta Sigma Theta Sorority, Inc. and a parishioner at Nativity Catholic Church, where she serves on the Finance Council.

Her work has been recognized with numerous awards, including the Thurgood Marshall College Fund's Community Leadership Award; the Science and Engineering Alliance's Award of Distinction; the Secretary of Energy Excellence Award; the Cooperative Developmental Energy Program Joseph Huffstetler Award; the White House Initiative on Historically Black Colleges and Universities Leonard L. Haynes III Distinguished Service Award, and 2 Meritorious Achievement Awards from the Secretary of Energy.

She is a native of Alabama and a graduate of Alabama A&M University where she received a B.S degree in Economics. She is the proud parent of Christina Alexis Whatley.

Fiscal Impact Statement

TO: The Board of Trustees

FROM: Managing Director of Finance *David A. Franklin*

DATE: December 10, 2025

SUBJECT: Executive Appointment of Ms. Annie Whatley as the Vice President for External Relations, Office of Institutional Advancement

Conclusion

It is projected that there are sufficient unrestricted funds in the University of the District of Columbia's FY2026 budget—and beyond—to cover the cost of the salary and benefits associated with the appointment of the Vice President for External Relations in the Office of Institutional Advancement. The role will report to the Chief Advancement Officer, Richard L. Lucas, Jr., Ph.D.

Background

The proposed resolution is to appoint Ms. Annie Whatley to this position, which is both a promotion from the position of Assistant VP for External Relations, in the Office of the President, and a transfer due to realignment under the Office of Institutional Advancement. Ms. Whatley's appointment will be effective November 17, 2025. This appointment is required to be an "at will" appointment, serving at the pleasure of the President and terminable at any time without appeal or right to compensation.

Financial Impact

The salary for this appointment will be Grade 1A, Step 3 on the non-union administrative salary schedule, paying \$160,014.92 per year. The employee will continue to be fully eligible for cost-of-living increases in accordance with applicable University policy.

They will also continue to be eligible for and may participate in the University of the District of Columbia health insurance, life insurance, retirement, and disability programs in the same manner and under the same conditions as regular administrative employees hired on or about the date of their initial appointment. The University will contribute the equivalent of 7% of the employee's salary to their Teacher Insurance Annuity Association (TIAA) retirement. The University will contribute 75% of the cost of medical coverage and 100% of the cost of dental and vision coverage. The employee leave accrual rates are as follows: annual leave accrual of 6.5 hours per pay period and sick leave of 3.5 hours per pay period.

There are no anticipated risks at this time.