Mayor of Providence

Jorge O. Elorza

February 28, 2017

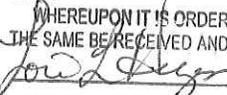Honorable Members
Providence City Hall
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 415 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day appointing Thomas Glavin of 63 Wabun Avenue, Providence, Rhode Island 02908, as a member of the Salary Review Commission, for a term to expire January 1, 2019, and respectfully submit the same for your approval. Mr. Glavin fills a current vacancy on the Commission due to a term expiration.

Sincerely,

Jorge O. Elorza
Mayor

IN CITY COUNCIL
APR 0 6 2017

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED

CLERK

<div align="center">

Thomas M. Glavin
63 Wabun Avenue · Providence, RI 02908

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EDUCATION

Providence College, Providence, RI   1998
Bachelor of Arts Degree
Major: Liberal Studies – Administrative Management

RELEVANT EXPERIENCE

La Salle Academy - Providence, RI   2013 - Present
Vice President of Advancement
- Provide day-to-day oversight and administration for the Office of Institutional Advancement
- Develop effective and coordinated communication strategies to meet fundraising goals
- Develop long term goals and strategic plans for sustained growth of Advancement Program
- Identify major gift prospects in support of institutional goals
- Provide administrative support to the Board of Trustees Development Committee
- Provide editorial services for all Advancement Office communications (written and electronic)

La Salle Academy - Providence, RI   2011 - 2013
Assistant Director of Advancement
- Oversaw all aspects of La Salle Fund, Annual Giving Program
- Co-ordinate and monitor professional fundraising activity
- Serve as first point of contact for all external philanthropic matters
- Collaborate with Alumni Relations Director to engage & cultivate individuals in philanthropic opportunities
- Recruit and train volunteers in support of La Salle Fund fundraising activity

City of Providence – City Council   2003 – 2011
Chief of Staff
- Managed a nine person staff whose primary role was to provide support services to the 15 member City Council
- Oversaw and directed all projects, legislative and policy research, and related staff activity
- Acted as primary liaison between council members, city administration, and department directors
- Coordinated all Special Projects including infrastructure repairs, traffic and neighborhood studies, and other activities
- Maintained and tracked budget projections and expenditures for all projects
- Implemented an upgraded constituent tracking system to improve staff responses to constituent assistance requests
- Facilitated communication between council members and various media outlets
- Creator, contributor, and editor of *The Docket* – a quarterly City Council e-newsletter
- Administered televising of bi-weekly City Council meetings on local public access television

City of Providence – City Council   1997 - 2003
Associate Director – Special Projects
- Directed $100 Million Neighborhood & Capital Improvement Program
- Primary liaison between City Council and city departments to plan and implement numerous city improvement programs (street and sidewalk replacement, park restorations, traffic calming, economic and housing initiatives, and removal of blighted buildings)
- Supervised division staff and collaborated with personnel from other departments
- Liaison to not-for-profit organizations initiating capital projects using city funding sources

OTHER RELEVANT EXPERIENCE

Providence City Council Commission – Tax Exempt Institutions, *Staff Liaison/Advisor*	2009 - 2010
Providence City Council Commission – Snow Emergency Procedures, *Staff Liaison/Advisor*	2008
Providence City Council, *Councilman Ward 12*	1976 - 1997
Providence City Council, *Councilman Ward 12 – Majority Leader*	1983 – 1994
Providence Redevelopment Agency, *Member*	
Providence Civic Center Authority, *Secretary*	

<u>**Organizations**</u>
Alpha Sigma Lambda National Honor Society – Eta Lambda Chapter, Providence College