

# USM FOUNDATION – BUSINESS OFFICE PERSONNEL DIRECTORY

*Please use this list to update your records on the names, telephone numbers and job responsibilities of our staff.*

ADDRESS YOUR INQUIRIES TO THE PERSON RESPONSIBLE FOR THE SUBJECT MATTER.

---

PRESIDENT & CEO	<a href="#">LEONARD RALEY</a>	301.445.1941	<a href="mailto:raley@usmd.edu">raley@usmd.edu</a>
ADMINISTRATIVE ASSISTANT to the PRESIDENT & CEO	<a href="#">CARRIE ROBERTS</a>	301.445.2736	<a href="mailto:croberts@usmd.edu">croberts@usmd.edu</a>
CHIEF AUDIT EXECUTIVE (USMF)	<a href="#">DARLENE HOWE</a>	301.445.2714	<a href="mailto:dhowe@usmd.edu">dhowe@usmd.edu</a>

## BUSINESS OPERATIONS

VICE PRESIDENT FOR FINANCE & CFO	<a href="#">JOYCE MARX</a>	301.445.2712	<a href="mailto:jmarx@usmd.edu">jmarx@usmd.edu</a>
ADMINISTRATIVE ASSISTANT to the VICE PRESIDENT & CFO <ul style="list-style-type: none"><li>Annual Endowment Report</li><li>Memorandum of Understanding</li><li>New account agreement &amp; update</li></ul>	<a href="#">DAWN JAMES</a>	301.445.2712	<a href="mailto:djames@usmd.edu">djames@usmd.edu</a>
COMPTROLLER	<a href="#">JAY WANG</a>	301.445.1922	<a href="mailto:jwang@usmd.edu">jwang@usmd.edu</a>
PAYROLL ADMINISTRATOR & STAFF ACCOUNTANT <ul style="list-style-type: none"><li>Employee Benefits</li><li>Non-Resident Aliens</li></ul>	<a href="#">ERICA HOFF NORTON</a>	301.445.2723	<a href="mailto:enorton@usmd.edu">enorton@usmd.edu</a>
SENIOR ACCOUNTANT <ul style="list-style-type: none"><li>Stock gifts / Wire transfers</li></ul>	<a href="#">JOHN FORSYTH</a>	301.445.2726	<a href="mailto:jforsyth@usmd.edu">jforsyth@usmd.edu</a>
GRANTS COORDINATOR & STAFF ACCOUNTANT <ul style="list-style-type: none"><li>Contracts / Grants</li><li>Non-gift Revenue</li><li>Training</li></ul>	<a href="#">RANDY POSSEHL</a>	301.445.2710	<a href="mailto:rpossehl@usmd.edu">rpossehl@usmd.edu</a>
ACCOUNTS PAYABLE ASSOCIATE <ul style="list-style-type: none"><li>Disbursement Request Processing</li><li>Spendable Income Information</li><li>Purchase Orders</li></ul>	<a href="#">PAULA KIRCHER</a>	301.445.2706	<a href="mailto:pkircher@usmd.edu">pkircher@usmd.edu</a>
ACCOUNTING ASSOCIATE <ul style="list-style-type: none"><li>Gift Processing</li><li>Matching Gift Processing</li></ul>	<a href="#">JANE GONZALES</a>	301.445.2704	<a href="mailto:gonzales@usmd.edu">gonzales@usmd.edu</a>
ACCOUNTING ASSOCIATE <ul style="list-style-type: none"><li>Fund Transfers</li><li>Payroll Information</li><li>Journal Entries:<ul style="list-style-type: none"><li>Correct Transactions</li><li>Transfer Funds</li></ul></li></ul>	<a href="#">GINA COOK</a>	301.445.1910	<a href="mailto:gcorria@usmd.edu">gcorria@usmd.edu</a>
ACCOUNTING ASSOCIATE <ul style="list-style-type: none"><li>Disbursement Request Processing</li><li>Credit Card Processing</li><li>Account Balance</li></ul>	<a href="#">ANNA SMITH</a>	301.445.2727	<a href="mailto:asmith@usmd.edu">asmith@usmd.edu</a>
OFFICE ASSOCIATE <ul style="list-style-type: none"><li>Distribution of:<ul style="list-style-type: none"><li>Weekly Checks</li><li>Monthly Account Statements</li></ul></li><li>Follow-up on Status of Disbursement Requests</li><li>Annuities &amp; Trusts Processing</li></ul>	<a href="#">GINA HOSSICK</a>	301.445.2717	<a href="mailto:ghossick@usmd.edu">ghossick@usmd.edu</a>

## INVESTMENT OPERATIONS

CHIEF INVESTMENT OFFICER	<a href="#">MICHAEL BARRY</a>	301.445.2796	<a href="mailto:mbarry@usmd.edu">mbarry@usmd.edu</a>
DIRECTOR FOR INVESTMENTS	<a href="#">CHADMORGAN</a>	301.445.1921	<a href="mailto:cmorgan@usmd.edu">cmorgan@usmd.edu</a>
DIRECTOR FOR INVESTMENTS	<a href="#">VANESSA MELENDEZ</a>	301.445.2748	<a href="mailto:vmelendez@usmd.edu">vmelendez@usmd.edu</a>
PERFORMANCE ANALYST	<a href="#">KAYLON McINELLY</a>	301.445.2705	<a href="mailto:kmcinelly@usmd.edu">kmcinelly@usmd.edu</a>