

STEVEN S. MANOS

EMPLOYMENT

Tufts University, Medford, Massachusetts

1981-present EXECUTIVE VICE PRESIDENT

One of four officers, of a private research university, reporting directly to the President. Operating budget close to \$600,000,000. Responsible for finance, budgeting, treasury functions, human resources, construction, building and grounds, academic and administrative computer services, internal auditing, real estate, risk management, legal matters and institutional research.

American Bar Association, Chicago, Illinois

1979-1981 ASSISTANT EXECUTIVE DIRECTOR

As senior executive for administration and finance of a \$40,000,000 organization, managed departments responsible for finance, data processing, internal management consulting, human resources, facility operations, publishing, and governing board administration.

New York Hospital - Cornell University Medical

1977-1979 SENIOR ADMINISTRATOR

Responsible for the financial and business affairs of a multi-campus, \$40,000,000 department with 400 inpatient beds, two outpatient departments, and teaching and research programs. Member of Executive Committee. Developed first long-range financial plan and first facilities plan. Originated the first successful fund-raising program, which showed payoffs in one year.

District Attorney, New York County

1975-1977 DIRECTOR, MANAGEMENT SYSTEMS

As senior administrator and Assistant District Attorney of one of the largest prosecutors' offices in the nation, managed the business and support staff. Developed an on-line computer based management information system.

Manhattan Bowery Corporation, New York City

1971-1975 CHIEF EXECUTIVE OFFICER

Managed a \$1,000,000+ non-profit corporation providing health and mental health services to alcoholics.

Breed, Abbott & Morgan, New York City

1968-1970 ATTORNEY

Specialized in corporate and securities law. Responsible for acquisitions, mergers, and public offerings of corporate securities. Negotiated a \$21,000,000 contract for a non-profit corporation; subsequently provided technical assistance, including organization development, program design, executive recruitment, and community liaison.

EDUCATION

New York University Graduate School of Public Administration

1974 MASTER OF PUBLIC ADMINISTRATION

New York University of Law

1968 JURIS DOCTOR: Law Review Note and Comment Editor; graduated first in class; Order of the Coif; Root-Tilden Scholar.

University of Minnesota

1962 BACHELOR OF ARTS: *Summa cum laude*; Phi Beta Kappa; major: English literature.

RELEVANT PROFESSIONAL ACTIVITIES

BayBank Middlesex Regional Board. Member (1990-2000).

American Bar Retirement Association, Chicago. Trustee (1982-1987), Chairman of Investment Committee (\$1 billion under management) (1985-1987), and Secretary and Member of Executive Committee (1986-1987).

New School faculty, New York. Taught a credit course on mental health and the law (1972-1973).

MILITARY SERVICE

United States Navy. Officer. On a 3,000-man carrier, held positions as Division Officer, Legal Officer, Special Assistant to the Executive Officer, Communications Officer, Officer of the Deck (1962-1965).