



## **Associate Vice Chancellor for Alumni**

The primary responsibility of the Associate Vice Chancellor for Alumni is to provide vision and leadership to accomplish the mission of engaging alumni in strengthening a connection to the University of Arkansas. The position provides strategic leadership for alumni programs. This position reports to the Vice Chancellor for University Advancement.

### **Principal Duties and Responsibilities:**

- Oversees management and administration of alumni programs; including strategic planning, fiscal management, staffing, and program development.
- Serves as Chief Executive Officer of the Arkansas Alumni Association, a 501c3 non-profit corporation.
- Serves on the Chancellor's Administrative Policy Council (CAPC)
- Oversees all alumni programs including alumni events and programs, outreach organizations including chapters, alumni societies, international alumni chapters, reunions, and volunteer recruitment and training.
- Oversees alumni communication strategies in coordination with University Relations.
- Leads the team of departmental directors in developing collaborative relationships to ensure that programs reflect needs and regional or geographic and life-stage realities.
- Works closely with Alumni Board of Directors to identify, select, and educate a supportive board and to ensure that volunteers are heard and incorporated in the departmental outputs.
- Develops relationships and works across department lines to create collaborative approaches to increasing membership growth and retention.
- Creates cross functional teams and other soft structure systems to encourage departments and individuals to work collaboratively, outside of normal reporting structures.
- Obtains, analyzes and disseminates data dealing with current membership trends, projected demographic changes, population shifts, etc. in order to develop, articulate and implement the strategies to assist in developing the agility needed to meet the challenges of a changing external environment.
- Analyzes and interprets data to clearly articulate the need for specific strategies.
- Ensures that technology is embedded and utilized throughout the department as a way of delivering services in a timely and cost efficient manner.
- Keeps abreast of external technological advances and determine how to integrate them into departmental mission and objectives.
- Attracts, recruits, retains and motivates a highly trained and qualified staff.
- Ensures that opportunities are in place for Association staff to develop and broaden their skills.
- Ensures that cross training opportunities exist and are utilized as a way of ensuring the strength necessary to remain agile and respond to changing priorities and challenges.
- Exhibits a deep understanding of the concept of volunteerism and its necessity and value to the organization.
- Ensures that the Association understands and responds to volunteer challenges; ensures that volunteer staff has access to the centralized support necessary for them to provide the highest level of service to volunteers.
- Works closely with University Relations leadership to ensure that core themes and messages are delivered consistently to targeted audiences in a manner that is in keeping with the University Brand and meets the needs and expectations of specific audiences.
- Works cooperatively with other Advancement units to accomplish overall mission.

### **Qualifications:**

- Bachelor's degree from an accredited institution of higher education.
- Previous experience as a member of advancement leadership team.
- 8-10 years prior experience (non-supervisory and supervisory) in a University Advancement organization.
- 5+ years experience in a senior-level management position (i.e., second or third level supervision) with responsibility over multidisciplinary functions.
- Experience in developing and managing large budgets.

- Demonstrated experience working with large data bases of numeric and statistical data in order to fully understand current and projected demographic changes, population shifts, economic forecasts, etc. Experience in translating data for use in developing business plans to meet future challenges.
- Demonstrated experience and success in the integration of technology as a critical management tool.
- High level communication and persuasive skills in order to assist in “selling” vision, processes and programs to help increase membership locally including reaching and/or expanding into markets not served or are underserved.
- Excellent platform skills and experience in order to make presentations to internal and external audiences of varied backgrounds and experiences.
- Must be culturally sensitive (across a number of cultures) in order to develop and oversee the implementation of services directed to varied constituencies.
- Demonstrated proficiency and experience in customer service with high standards of timeliness and responsiveness.
- Demonstrated experience working in a highly collaborative environment where teamwork, collegiality and self motivation were necessary for success.
- Willingness to travel encompassing both day trips and overnights required and expected in order to partner with and provide consultative services.

### **Salary and Benefits**

The salary range will be based upon the qualifications of the successful candidate. The fringe benefits package offered by the university is competitive.

### **Institution**

The University of Arkansas, Fayetteville, is a comprehensive doctoral research institution. A member of the University of Arkansas System, the University enrolls over 23,000 students. The University is located in the Ozark Mountains of Northwest Arkansas, one of the nation’s most thriving economies over the past few years. The Campaign for the Twenty-First Century, a seven-year effort, was completed in July of 2005 and succeeded in raising \$1.046 billion dollars.

### **Applications**

The search committee will review applications until a successful candidate is chosen. Complete applications must include: a cover letter; a current resume; and, names and contact information of three professional references. Send applications to: Director of Budget and Human Resources, 416 Administration Building, University of Arkansas, Fayetteville, Arkansas, 72701. You may e-mail your application to [advjobs@uark.edu](mailto:advjobs@uark.edu).

This position is subject to a pre-employment criminal background check. A criminal conviction or arrest pending adjudication alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

*The University of Arkansas is an equal opportunity, affirmative action institution. All applicants are subject to public disclosure under the Arkansas Freedom of Information Act and persons hired must have proof of legal authority to work in the United States. Women, minorities, Vietnam-era veterans, disabled veterans, and individuals with disabilities are encouraged to apply.*