

# NC STATE UNIVERSITY

## **Associate Vice Chancellor for Alumni Relations and Executive Director of the Alumni Association North Carolina State University Raleigh, North Carolina**

North Carolina State University and the Board of Directors of the Alumni Association invite applications and nominations for the position of Associate Vice Chancellor for Alumni Relations and Executive Director of the Alumni Association. This position is responsible for providing vision, leadership, and management for the alumni relations program and ensuring that the University and its Alumni Association is recognized as a leader among peers in alumni relations best practices.

The Associate Vice Chancellor (AVC) reports directly to the Vice Chancellor for University Advancement, and also -- as Executive Director -- to the Alumni Association Board of Directors. The University and the Association partner to meet the needs of both entities. The AVC serves as a member of University Advancement's senior leadership team. The position provides direct strategic, programmatic and fiscal leadership for Alumni Relations: membership and programs, communications and marketing (including the alumni magazine), data management, facilities, and the endowed Caldwell Fellows program. The purpose of the program is to nurture leadership and personal growth through experiential learning during the undergraduate years, to inspire students to lead a life of greatness.

### **About North Carolina State University**

With more than 33,500 students, 170,000 living alumni and more than 8,000 faculty and staff, North Carolina State University (NC State) is the largest university in the state. A comprehensive public, land-grant university, NC State is known for its leadership in education and research, and globally recognized for scholarship in science, technology, engineering and mathematics. The University consistently ranks among the nation's top public universities and best higher-education values.

NC State successfully completed the largest campaign in its history – the \$1 billion *Achieve!* Campaign – in June 2008 and is planning for its next campaign effort.

### **About Raleigh and the Triangle**

NC State is located in Raleigh, which anchors the Research Triangle region, one of the country's most dynamic and thriving metropolitan regions. National rankings consistently rate Raleigh and its surrounding region among the five best places in the country to live and work, with a highly educated workforce, moderate weather, reasonable cost of living, and a welcoming environment. Raleigh is situated in the central part of the state, with the Atlantic Ocean two hours to the east and the Blue Ridge Mountains three hours to the west.

## **About the Position**

The Associate Vice Chancellor for Alumni Relations and Executive Director of the Alumni Association works closely with the Chancellor, the Alumni Association board of directors, the University's executive officers and deans, and other members of the University community. The AVC seeks to optimize the engagement of alumni and friends of NC State University and to ensure the long-term viability of the Alumni Association and its programs. The Alumni Relations and the Alumni Association offices are located in the newly constructed Park Alumni Center on Centennial Campus.

### Essential Duties:

- Implement strategic planning and metrics to drive programmatic and budgetary initiatives
- Secure financial resources through a variety of sources to support the current and long-term financial goals and commitments of Alumni Relations and the Association
- Evaluate the effectiveness of current programs and efforts, and drive changes and enhancements to infrastructure and programs to take the University's alumni activities to the next level
- Work with the Alumni Association and the University to collaborate in ways that strengthen and support both organizations
- Develop cohesive communications and marketing programs and initiatives to promote NC State and the Alumni Association in ways that are compatible with the University's overall marketing efforts and that help alumni become more involved with their alma mater, including the award-winning magazine, website, social media, etc.
- Significantly grow a membership program with wide appeal to students, parents, recent graduates, faculty and staff alumni, and other alumni
- Implement regional and affinity-group alumni programs to enhance the value of the University in the lives of alumni and friends and significantly increase the number of alumni engaged in these programs
- Work closely with Advancement Services and the Office of Information Technology to ensure an IT infrastructure capable of achieving program goals
- Help recruit and engage a strong, diverse, and proactive group of volunteer Alumni Association Board members and leadership

- Collaborate with University Development in fund raising efforts to support the Caldwell Fellows program and other fund raising priorities
- Recruit, hire, set goals for, evaluate, inspire, and manage a team of approximately 30 highly talented professional and support staff capable of planning and implementing a best practices alumni relations program, and provide professional development opportunities to help ensure they have and maintain the requisite skills to accomplish and exceed ambitious goals
- Engage as an active member of the University community, including membership in the University Council

Key Characteristics:

- Serving as an engaged leader, eliciting the input of others and inspiring them in a shared vision
- Appropriately balancing roles of senior leadership, association direction, fundraiser, friend-raiser, and spokesperson for the University
- Setting high expectations for and supporting planning, improvement, assessment, and accountability to ensure excellence in Alumni Relations and the Association
- Building and sustaining an experienced, institutionally-savvy team that comprises considerable content expertise and operational effectiveness
- Respecting and adhering to principles of fiduciary responsibility and stewardship of resources
- Building pride internally to build support externally; cultivating a deep understanding of the institution and building on its unique character, history, and values to engage alumni, donors, students, faculty, staff, and others in a shared sense of the University's history, accomplishments, and future
- Using collaborative yet decisive leadership

**Requirements:**

Candidates must possess at least a Bachelor's degree; demonstrated executive leadership experience and expertise in strategic planning, budgeting, and management; ability to work successfully with multiple constituencies, both internal and external; successful experience managing a substantive group of professional and support staff; exceptional oral and written communication skills; and superb organizational skills. Also required are the ability to form trusting relationships; unquestioned integrity; unrelenting commitment to a collegial team approach of

management; an open and accessible interpersonal style; the ability to appropriately react and adapt to changing situations; and passion for NC State University.

**Preferences:**

Strong preference will be afforded to candidates with 10 years of progressive professional experience, with at least a five-year successful track record in executive management; an advanced degree; experience in higher education and alumni relations; and knowledge and familiarity with NC State University - its history, traditions, mission, and ambitions.

**Salary**

Salary will be competitive and commensurate with education and experience.

**To Apply**

Please apply online with a resume, letter of interest summarizing your qualifications, and the names and contact information of three professional references. Apply at [jobs.ncsu.edu](http://jobs.ncsu.edu) (position # 00001689).

Inquiries may be directed to Justin Lang, Director, Executive Search Services, at 919-513-1963 or [justin\\_lang@ncsu.edu](mailto:justin_lang@ncsu.edu).

NC State University is an equal opportunity and affirmative action employer. Applicants receive consideration without regard to race, color, national origin, religion, sex, age, veteran status, or disability. In addition, NC State welcomes all persons without regard to sexual orientation. Individuals with disabilities desiring accommodations in the application process should contact Jessica Padgett, Executive Search Services, phone: (919) 515-4279; fax: (919) 515-4303.

**For more information about:**

Alumni Relations, visit <http://www.alumni.ncsu.edu/>

University Advancement, visit [http://www.ncsu.edu/univ\\_relations/univadv.html](http://www.ncsu.edu/univ_relations/univadv.html)  
(includes organizational chart)

North Carolina State University, visit the home page <http://www.ncsu.edu/>