



University of New Mexico

Vice President of Alumni Relations & Executive Director of the Alumni Association

The University of New Mexico, Albuquerque, New Mexico, invites applications and nominations for experienced and inspiring individuals interested in leading a vast and diverse alumni community as Vice President (VP) of Alumni Relations & Executive Director of the Alumni Association. The position is also available to be filled at the Associate Vice President level, depending on qualifications.

Reporting directly to the UNM President as well as the volunteer President of the Alumni Association, the VP & Executive Director is responsible for engaging the Alumni Association's Board of Directors, and its various councils and committees, in shaping and directing the vision and strategic direction of the Association. In this role, the VP & Executive Director is a powerful ambassador to the external community and the 176,000 alumni constituents.

The University of New Mexico is the state's flagship institution, offering a world-class education to 36,000 students, largely at the main campus in Albuquerque, but also at branch campuses across the state. The University of New Mexico is one of the very few Hispanic-Serving institution in the US also classified as a Very High Research University by the Carnegie Foundation. The university's offerings are comprehensive at both the undergraduate and graduate levels. Many are ranked highly, including top-ten programs such as Rural Medicine, Family Medicine, Clinical Law, and Photography. *Hispanic Business Magazine* ranked four of UNM's schools in their top ten: the Anderson School of Management, the School of Medicine, the School of Law and the School of Engineering.

The VP & Executive Director participates in the senior leadership of the University and collaborates especially closely with the UNM Foundation, Student Affairs and Athletics leadership. The VP & Executive Director will be responsible for leading a staff of twelve to connect with the Alumni Association's 176,000 plus members with a broad range of benefits, services, programs, events and resources. The expectation is that the VP & Executive Director will pursue entrepreneurial approaches to increase the Alumni Association's revenue streams and endowments, while reaching out to attract more generationally and ethnically diverse alumni populations. More specifically, the VP & Executive Director will oversee, lead and manage the Alumni Association's programs, services, finances, communications, publications, and fundraising while managing the Alumni Relations Office staff, overseeing its budget, supervising and training the personnel, and connecting and collaborating with constituents across campus.

The successful candidate will possess the stature and presence to be a leader in the field of Association Management, and will demonstrate a successful record in Association or non-profit management. A Bachelor's Degree is required and a Master's is preferred. For appointment at the Associate VP level, a

minimum of ten years of relevant experience is also required. For appointment at the VP level, 15 years of relevant experience, including five years of directly related experience, is a minimum requirement.

The successful candidate should be able to demonstrate the following preferred qualifications: evidence of commitment to the values of diversity, the significance of engaging the Alumni Association Board, and collaborative inclusiveness with alumni, university colleagues, students and the community; an exceptional level of intellect, collegiality, integrity and creativity paired with a strength in relationship building; a strong record of fundraising, communications and public speaking; responsible budget and fiscal management; and leadership in growing both staff and volunteers. As an ambassador of the university, the successful candidate will preferably understand the challenges and opportunities facing higher education in the 21st century and appreciate the culture and people of New Mexico.

Greenwood/Asher and Associates, Inc. is assisting the University of New Mexico in the search. Initial screening of applications will begin immediately and will continue until an appointment is made. Individuals who wish to nominate a candidate should submit a letter of nomination, including contact information for the nominee. Application materials should include a letter addressing how the candidate's experiences match the position requirements, a curriculum vitae or resume, and contact information for five references. For best consideration, please submit materials by August 15, 2015. Submission of materials as PDF attachments is strongly encouraged. Confidential inquiries, nominations, and application materials should be directed to:

Jan Greenwood, Betty Turner Asher, Partners
Eloise Stiglitz, Executive Search Consultant
Greenwood & Associates, Inc.
42 Business Center Dr., Suite 206
Miramar Beach, FL 32550
Phone: 850-650-2277 Fax: 850- 650-2272

Email: jangreenwood@greenwoodsearch.com

Email: bettyasher@greenwoodsearch.com

Email: Eloisestiglitz@greenwoodsearch.com

Please visit our web site at <https://alumnisearch.unm.edu>

The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, age, veteran's status, any other protected national origin, disability, or class.

