



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



Greenwood/Asher & Associates, Inc.

EXECUTIVE SEARCH, CONSULTING, AND TRAINING

The Position

The University of New Mexico invites applications and nominations for the position of Vice President of Alumni Relations (or Associate Vice President, depending on qualifications) and Executive Director of the Alumni Association. Reporting to the President and, in a dual capacity, to the volunteer President of the National Board of Directors of the UNM Alumni Association, this individual leads the Alumni Relations Office staff in all aspects of alumni engagement, advancement and development, as well as offering leadership, partnership and guidance to the Alumni Association.

About the University **New** **Mexico's Flagship Institution**



Founded in 1889 as New Mexico's flagship institution, the University of New Mexico (UNM) now occupies nearly 800 acres along old Route 66 in the heart of Albuquerque, a metropolitan area of more than 900,000 people. The campus buildings echo nearby Pueblo Indian villages and combine with the landscaping to create one of the Southwest's great public open spaces. From the magnificent mesas to the west, past the banks of the historic Rio Grande to the Sandia Mountains to the east,

Albuquerque is a high desert setting for an unparalleled blend of ancient traditions, modern diversity, outdoor pursuits and cultural activities.

UNM has branch campuses in Gallup, Los Alamos, Taos and Valencia County, plus UNM West, an extension campus in Rio Rancho. UNM offers bachelor and graduate degree completion programs throughout the state via Extended Learning and has education centers in Santa Fe, Farmington, and at Kirtland Air Force Base. UNM's libraries, museums, galleries and performance spaces are rich cultural resources for the state. The Health Sciences Center is the state's largest integrated health care treatment, research and education organization.

UNM serves more than 36,000 undergraduate and graduate students and employs about 4000 faculty, 6,500 staff, and 5,000 students. The total operating and capital budget is about \$2.5 billion. The Division of Continuing Education serves more than 30,000 students annually in various non-credit or certificate courses, workshops, and training sessions. An additional 6,300 staff work for the University Hospital and the UNM Medical Group.

Home to the Lobos and contenders in the Mountain West Conference, UNM athletics draws fans from all over the state, region and nation. The University's WisePies Arena, or "The Pit," is one of college basketball's most famous and recognizable buildings. In fact, The Pit was ranked 8th by *USA Today* as one of the best arenas to watch college basketball. UNM's 21 sports teams, many of which have won Mountain West championships, develop student-athletes who

represent the institution well in the classroom and in the community, attaining high GPA's and contributing many hours of community service.

UNM is a place where cutting-edge research and creative endeavors flourish. UNM research injects millions of dollars into New Mexico's economy, advances healthcare, and augments teaching – giving students valuable hands-on training in state-of-the art laboratories. *U.S. News and World Report's* 2015 edition of "America's Best Graduate Schools" ranks the [UNM School of Medicine](#) among the top ten nationally for its programs in [rural medicine](#) and [family medicine](#). In other health disciplines, UNM's [nursing/midwifery program](#) is ranked fifth. [UNM School of Law](#) ranks ninth for its clinical training program, and UNM's College of Fine Arts' [photography program](#) ranked fifth in the nation. Many other UNM schools, colleges, and programs rank within the top 100 nationwide. UNM is one of a handful of Hispanic-Serving Institutions in the U.S. that is also classified as a Carnegie Research University with Very High Activity. Recently, *Hispanic Business Magazine* ranked four University schools among their top 10: UNM [Anderson School of Management](#), UNM School of Law, UNM School of Medicine, and the UNM [School of Engineering](#).

UNM's Mission, Values, Goals

The mission of the University of New Mexico is to serve as New Mexico's flagship institution of higher learning through demonstrated and growing excellence in teaching, research, patient care, and community service.

UNM's ongoing commitment serves to:

- Educate and encourage students to develop the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, contribute to the state and national economies, and lead satisfying lives.
- Discover and disseminate new knowledge and creative endeavors that will enhance the overall well-being of society.
- Deliver health care of the highest quality to all who depend on us to keep them healthy or restore them to wellness.
- Actively support social, cultural, and economic development in our communities to enhance the quality of life for all New Mexicans.

UNM 2020 Strategic Plan



During 2012, the UNM community, led by President Robert G. Frank, undertook the process of envisioning a desired future state. An open and inclusive process engaging more than one thousand stakeholders in live and virtual sessions produced attributes reflective of UNM in 2020. These attributes are not an absolute commitment to do one thing or another, but rather capture what the UNM community seeks in the ideal world. The Goals and Objectives give specificity to commitments and actions taken in pursuit of UNM 2020, and were adopted by the Board of Regents in May 2013.

Sources:

UNM Homepage: <http://unm.edu>

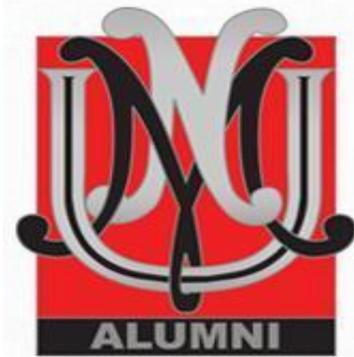
UNM Fact Book: http://oia.unm.edu/documents/factbook_docs/2012fb_updated.pdf

UNM Welcome Page: <http://www.unm.edu/welcome/index.html>

UNM Catalog: <http://catalog.unm.edu/catalogs/2014-2015/general-information.html> UNM 2020

Strategic Plan: <http://unm2020.unm.edu/index.html>

About Alumni Relations



On March 30, 1897, seven of the University's 18 graduates formed an executive committee of the Alumni Association. Charles Hodgkin (Class of 1894), for whom Hodgkin Hall is named, was the first president. Needless to say, the organization has grown over time.

Today, the Alumni Relations Office and the Alumni Association are dual entities that work in harmony to enrich the lives of alumni while supporting the continued success of the University. Both serve as a gateway to lifelong engagement between the University of New Mexico and its graduates.

The UNM Alumni Relations Office is a University funded office dedicated to advancing the University's relationship with its alumni and the efforts of the Alumni Association. Its 2015/2016 budget is \$634,000. The UNM Alumni Association, an all-volunteer 501 (c) 3 non-profit organization, is made up of more than 176,000 members, half of whom reside in New Mexico. The Alumni Association is led by a National Board of Directors that meets three times a year. An Executive Committee conducts the business and programs during the interim. The Alumni Association's total assets are over \$10M with a reported \$1.2M operating budget in FY 2014. The Alumni Association receives its financial support through affinity programs, fundraising and revenues from its endowments.

Hodgin Hall: A place that lives in the hearts of UNM Alumni

On September 1, 1892, the University's first building opened, now named Hodgkin Hall. Over the years, the building has seen many occupants and changes of both style and purpose. In 1983, the Alumni Association offices moved in and in 2005 the Board of Regents officially and permanently designated Hodgkin Hall as the UNM Alumni Center. An extensive renovation and restoration was completed in 2011. Hodgkin Hall now pays tribute to the founding members of the Alumni Association in 1892 and to all of those who have followed in their footsteps. Today, Hodgkin Hall is an iconic feature of the campus, dedicated to the history and traditions of UNM and our bright future.



Source: www.unmalumni.com

The Position

The Vice President (or Associate Vice President) of Alumni Relations & Executive Director of the Alumni Association provides experienced direction and inspiring leadership for a growing

and diverse alumni program. This leader collaborates closely with the senior executive team, ensuring that all alumni programs and initiatives are integrated and effective in supporting the overall university goals. He/she is responsible for the administration of the Office of Alumni Relations, including strategic planning, fiscal management, staffing, and program development, as well as serving as the Executive Director of the University of New Mexico Alumni

Association, guiding and partnering with a network of alternate groups, colleges/schools, alumni relation officers and thousands of volunteers.



Opportunities and Responsibilities:

- Serve as a powerful ambassador for the University of New Mexico to the external community and among its alumni constituents, both regionally and nationally.
- Impact the lives of countless alumni and friends by providing pathways to engagement through volunteerism, programs and activities; build life-long relationships that support the University of New Mexico.
- Lead a staff of 12 to connect the Alumni Association's 176,000 plus members with a broad range of benefits, services, programs, events, and resources.
- Collaborate with the President and leaders of Foundation/Development and Marketing/Communications to support UNM's mission and goals.
- Serve as the voice of Alumni on the President's Executive Cabinet and support the strategic direction and mission of the university.
- Engage, value, guide and coordinate the Association's Board of Directors, Executive Committee, and Alumni Councils in shaping and implementing the vision and strategic direction of the Association as well as its policies and procedures.
- Develop entrepreneurial approaches for increasing the Alumni Association revenue streams and endowment; negotiate and manage contracts in support of revenue streams and benefits.
- Extend the reach of the Association both locally and nationally, to engage ethnically diverse populations, as well as students, the "in-house alumni, and younger, more recent UNM graduates.
- Oversee, lead, and manage all alumni Association's finances (as a 501(c) (3) corporation), and its programs/activities and communications, including the Mirage magazine, the monthly newsletter (Howler), the website and other publications and collateral material.
- Guide the Office of Alumni Relations through a process of technological enhancement, including ascertaining and utilizing state of the art databases.

- Foster relationships with all university constituents and actively support the fund raising of campus partners, such as College Deans and the UNM Foundation.
- Manage the office of Alumni Relations, including hiring, training, evaluating and supervising staff, developing and monitoring budgets, and creating and implementing an accountability/assessment plan.
- Oversee the operations of Hodgin Hall Alumni Center, the UNM Alumni Chapel and the Chapel Garden.

Minimum Qualifications

- For Associate Vice President: Bachelor's Degree required, with ten years of relevant experience including five years of directly related experience.
- For Vice President: Bachelor's Degree required, with 15 years of relevant experience including five years of directly related experience.

Preferred Qualifications:

- Master's degree or other relevant graduate education
- Leadership in the field of Association management, demonstrating a track record of success in Association or non-profit management, including responsible budget and fiscal management
- Demonstrated ability to manage a complex organization including supervising and training staff, re-engineering operations, formulating policies and procedures and setting strategic direction
- Leadership in growing both staff and volunteers
- Demonstrated commitment to diversity and ability to build relationships and collaborate across constituents, including alumni, university colleagues, and community representatives
- Strong interpersonal and communication skills, including strength in both listening and public speaking, media (including social media) and marketing
- Knowledge of higher education, its opportunities, challenges and systems
- Demonstrated and/or stated appreciation for New Mexico, its culture and people
- Background in alumni relations
- Experience in program evaluation and principles of quality management
- Experience in fundraising and entrepreneurial means of creating revenue streams
- Knowledge of database management

The position requires travel, evening and weekend engagements.

Salary

Salary is competitive and commensurate with experience; includes excellent benefit package.

Applicant Review

Confidential applications and nominations will be accepted until the position is filled. Candidate screening will begin immediately. For best consideration, applications and nominations should be provided by August 15, 2015.

How to Apply

A complete application will include a letter describing relevant experiences and interest in the position; current curriculum vitae/resume; and the names of five references with titles, mailing addresses, business/home telephone numbers, and email addresses. Individuals who wish to nominate a candidate should submit a letter of nomination, including the name, position, address, telephone number, and email address of the nominee. Greenwood/Asher & Associates, an executive search firm, is assisting University of New Mexico in the search.

Applications and letters of nominations should be submitted to:

Jan Greenwood, Betty Turner Asher, Partners
Eloise Stiglitz, Executive Search Consultant

Greenwood/Asher & Associates, Inc.
42 Business Centre Drive, Suite 206
Miramar Beach, Florida 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>
For more information about University of New Mexico, visit: <http://www.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, national origin, age, veteran's status, disability, or any other protected class.

