

# UNC CHARLOTTE

## EXECUTIVE DIRECTOR OF ALUMNI ENGAGEMENT

### **The Opportunity & University | *The University of North Carolina at Charlotte***

The University of North Carolina at Charlotte (UNC Charlotte) seeks an Executive Director of Alumni Engagement whose primary focus will be to develop, coordinate and promote programs for alumni to keep them connected with the university and one another. The Executive Director will strengthen alumni connections and encourage their involvement with the university as leader of the Office of Alumni Affairs in the division of University Advancement. This enthusiastic, energetic professional will provide strategic vision; manage with a solid awareness of best practices for lifelong relationships with alumni; plan and implement programs that engage alumni; and understand and promote the role of developing relationships among alumni that further the philanthropic goals of the university.

UNC Charlotte is the third largest institution within the University of North Carolina system. Its urban location enables it to offer internationally competitive programs of research and creative activity, exemplary undergraduate, graduate, and professional programs, and impactful community engagement initiatives.

Founded in 1946, the Charlotte Center of the University of North Carolina served the educational needs of returning World War II veterans. Three years later, the institution formally became the two-year Charlotte College, responding to the need for public higher education in the city. Later in 1965, an act of the State General Assembly transformed Charlotte College into UNC Charlotte, the fourth campus of the University of North Carolina System. The later addition of master's degree programs and in 1994, doctoral programs, allowed UNC Charlotte to become the city's only research and doctoral granting institution. Its current enrollment of 30,448 students is highly diverse and is served by more than 1,100 full-time and almost 500 part-time faculty. Offerings include 77 Bachelor's degrees, 66 Master's degrees, and 24 Doctoral degrees. More than 2,500 staff work alongside to support the campus community.

### **The Location | *Charlotte, North Carolina***

One of the fastest growing and most diverse cities in the US, Charlotte is rated as one of the top 25 best places to live by US News & World report. A major financial center and hub for motorsports and energy companies, Charlotte is headquarters for nine Fortune 500 companies and 18 Fortune 1000 companies. In addition, the city is home to six major professional sports teams and the NASCAR Hall of Fame. Charlotte Douglas International Airport, the 10th largest



airport in the United States based on passenger totals, provides easy access to domestic and overseas destinations.

The city offers a range of cultural amenities, including the Charlotte Symphony, Mint Museum, Harvey B. Gantt Center for African-American Arts + Culture, and the Blumenthal Performing Arts Center. The city hosts a growing number of outstanding restaurants, and a dynamic, thriving private art gallery scene. Known for its tree canopy and extensive system of creeks, Charlotte is also home to the U.S. National Whitewater Center and its location provides easy access to the mountains and the coast. Mecklenburg County, home to Charlotte, has 21,000 acres of parks including 56 miles of developed greenway trails.

## **Position and Leadership Statement | *Executive Director of Alumni Engagement***

The Executive Director of Alumni Engagement is a member of the leadership team for University Advancement and reports directly to the Vice Chancellor of the division. The Executive Director oversees a staff of ten and is charged with securing commitments from alumni for professional expertise and volunteer service, as well as collaborating with other divisions and schools of the university to advance the goals of alumni participation. The Executive Director works with Advancement colleagues to achieve alumni giving and serves as liaison between the Alumni Association Board of Directors and the academic and administrative leadership.

### *Essential Duties and Responsibilities*

- Create programming that promotes a comprehensive understanding of the university's mission, goals and priorities and offers diverse opportunities for engagement.
- Work closely with the 30-member Alumni Association Board of Directors, arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and the academic and administrative leadership;
- Develop and orchestrate a comprehensive strategic plan for regularly communicating the University's and the Alumni Association's priorities, mission, history and traditions;
- Plan, implement and promote alumni programs that support the University's strategic plan as well as the goals of the Campaign in collaboration with colleagues within the Office of Advancement, the Provost's Office and throughout the schools;
- Capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni online community), correspondence, events, postal returns, etc. to assist with accurate and complete records of alumni in the Banner database;
- Establish and build relationships with a wide range of alumni, locally, regionally, and nationally; maintain regular communication with alumni via direct contact, email blasts, and the alumni directory;
- Educate graduating students about alumni benefits and engage them in programs;

- Partner with Director of Admissions on alumni involvement in the admissions process;
- Partner with the Director of the Career Center to plan the growth and accessibility of career networking services for students and alumni;
- Collaborate closely with development colleagues in increasing support from alumni; routinely identify and qualify alumni prospects for gifts; communicate development-related activities via contact reports filed in Banner and periodic attendance at development officer meetings;
- Oversee and balance the budget for Alumni Affairs; within the annual program budget, manage existing and/or additional costs for alumni programs, services and communications;
- Raise funds for select special projects and events in collaboration with Development colleagues;
- Supervise the Alumni Affairs staff.

### **Requirements & Qualifications | Knowledge, Skills, and Abilities**

- Bachelor's degree
- Master's degree preferred
- 5-10 years of advancement or leadership experience
- Comprehensive knowledge and holistic understanding of current theory and practice in alumni relations and engagement field
- Proven ability to develop and execute a comprehensive alumni programming, communications, and engagement strategy.
- Demonstrated track record of success in leading, mentoring, and inspiring staff to achieve goals and fostering an attitude of staff responsiveness

*The University of North Carolina at Charlotte is an Affirmative Action/Equal Opportunity Employer and an ADVANCE Institution that strives to create an academic climate in which the dignity of all individuals is respected and maintained. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability, gender identity or sexual orientation.*

## **Apply Here**

UNC Charlotte has retained Capital Development Services to assist with professional recruitment. Candidates should include a **cover letter, a resume, and a list of three references**. All material will be confidential. Review of applications will begin upon receipt of required materials. Additional inquiries may be directed to Jen Tozier at Capital Development Services:

[searchservices@capdev.com](mailto:searchservices@capdev.com)

