Staff Vacancy

UNIVERSITY OF LOUISIANA Lafayette

EEO# UA 7-14

Position: Executive Director of Alumni Affairs & the Alumni Association

The Executive Director is the ranking administrator responsible for the long-range, strategic vision of the Alumni Association and Office of Alumni Affairs, as well the overall administration of the department with a focus on relationship building, fundraising and fulfillment of the Association's mission.

Responsibilities:

The Executive Director is responsible for the long-range, strategic vision, as well as implementation of goals, objectives and policies. Duties and responsibilities include:

- Effective evaluation of alumni programs using benchmarking data to guide decision-making.
- Responsible for maintaining fiscal stability through budget preparation, control and implementation.
- Overall responsibility for generating revenue to support alumni programs and projects, in accordance with the University's fund raising policies and guidelines. In partnership with the Office of Development, will be accountable for increasing the percentage of annual alumni giving, growing affinity programs, special fund raising events, etc.
- Coordinates activities of the Alumni Council and its Executive Board; responsible for recruiting, cultivating, training, and directing a team of volunteers comprising numerous committees
- Responsible for staff management and development
- Supervise an active, year-round calendar of alumni outreach and alumni engagement events both on and off campus. The Executive Director must be willing and able to travel and to help organize alumni volunteers across the globe, vitalize and maintain close contact with existing alumni chapters, and serve as the University's ambassador for activities involving alumni
- Oversee the Association's marketing and communications plans, including *Alumni Accents* newsletter and electronic communication tools (e.g., website, social media). Also, assist with the *LaLouisiane* magazine.
- Responsible for implementation of the Alumni Association's scholarship and recognition award programs
- Overall Alumni Center facility management and upkeep
- Other duties as assigned by the Vice President for University Advancement, University President or Alumni Council President

Qualifications:

Executive Director must have a strong interest in the University of Louisiana at Lafayette, with 3 to 5 years of managerial/supervisory experience. Must be energetic, self-motivated and goal-oriented with superior writing and public speaking/presentation skills. A minimum of a bachelor's degree from a regionally accredited university required. Computer skills are important, including familiarity with word processing, spreadsheets, PowerPoint/Keynote and desktop publishing.

Managerial/Organizational Responsibilities
The Executive Director supervises the following professional staff: Assistant Director (membership and fund raising), Assistant Director (outreach and special projects), Assistant Director (marketing and strategic communications), Assistant Director (involvement & programs), three clerical assistants, and several student and graduate interns. The Executive Director provides staff support to the following standing committees: Awards, Facilities, Faculty Alumni, Nominating, and Scholarship.

Environment:
The University of Louisiana at Lafayette is a Research University with High Research Activity public institution with an enrollment of approximately 18,000 students with a full-time faculty of about 600. UL Lafayette consists of 9 degree-granting units-The College of the Arts, B.I. Moody III College of Business Administration, Education, Engineering, University College, Graduate School, Liberal Arts, Nursing and Allied Health Professions, and the Ray P. Authement College of Sciences. The University of Louisiana at Lafayette is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Further information about the University is available on the University's web page at louisiana.edu.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 124,000 is part of the Lafayette-Acadiana area with a total population of 700,000. It is one of Louisiana's fastest-growing metropolitan areas and is the hub of numerous music and cultural festivals and celebrations. Lafayette serves as the base of Louisiana's off-shore oil industry, as well as the financial, retail, and medical center for south-central Louisiana.

Salary: Dependent on qualifications and experience.

Starting Date: ASAP

Applications: Candidate review will begin immediately. Applicants should email a cover letter, résumé, and the names and contact information of three references in a **single PDF format** to:
EDAAsearch@louisiana.edu

Contact Information:
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P.O. Box 41009
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For more information visit Louisiana.edu/alumni-director-search