

POSITION PROFILE

Director of Alumni Relations and Executive Director of the UW Alumni Association

September 2021





UNIVERSITY OF WYOMING

Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized teaching and research institution, the **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to nearly 200 areas of study, drawing 12,500+ students from all 50 states and 90 countries. UW is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law, School of Energy Resources, and Haub School of Environment and Natural Resources. To learn more: <http://www.uwyo.edu>

Throughout its existence, UW has been the only four-year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the Wyoming Institute for Humanities Research and the School of Energy Resources. UW has played important roles in the lives of students, Wyoming residents, and communities for 133 years.

- Recognized by *Forbes* in 2019 as one of America's Best Value Colleges.
- Rated as a "Top 15 Outdoor Adventure College" by *Outside* magazine.
- Wyoming ranks #4 in the U.S. News and World Report's "Best States for Higher Education."

The University community is working collaboratively to help the University reinforce and strengthen its reputation as it adapts to changing economic factors in the state and beyond. The University's strategic roadmap, "[Breaking Through 2017-2022: A Strategic Plan for the University of Wyoming](#)," shows that it's an exciting time to be a part of UW as it embarks on new and exciting opportunities.

Location: Located in Laramie, Wyoming, a town of more than 31,000 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities. Laramie is a great place to live and work as it boasts a low cost of living with no state income tax as well as incredible outdoor recreational opportunities, an eclectic downtown area, and a great public school system.



THE ALUMNI ASSOCIATION

The University of Wyoming Alumni Association (UWAA) has a long and storied history at the institution, beginning with its founding in 1895 by a group of eight highly committed alumni. There are over 130,000 alums around the world and these individuals are key contributors in the private and public sectors. With membership of approximately 17,000 the UWAA serves as an important connection between the University and its graduates.

The purpose and focus of the UWAA is to facilitate involvement for alumni and friends so they can maintain a meaningful connection with the University. The UWAA shares the University's direction and aspirations and encourages the contribution of alumni in order to move closer to meeting these aspirations.



Vision Statement

Be an essential UW partner to lead and inspire alumni and friends to support and promote the University through a lifelong connection to the University.

Mission Statement

Build pride, loyalty, and future sustainability among the UW Community through involvement, communication, engagement and celebration.

Board of Directors

Purpose:

The University of Wyoming Alumni Association is governed by a Board of Directors. The Executive Director manages the Association's affairs. The Board provides strategic direction, makes operational recommendations, and holds fiduciary responsibility for the Association. The full Board meets twice annually, with more frequent committee meetings throughout the year.

Election:

The majority of Board members are elected by the Association's voting membership to three-year terms with the opportunity to serve a consecutive three-year term. Board seats are primarily assigned according to geographic region with an additional three at-large positions appointed by the Board.

Committees:

There are five standing committees of the Board that reflect UWAA's programs: scholarship; engagement and outreach; communications; revenue development and special projects; and student recruitment and enrichment. The Board's Executive Committee provides additional guidance and direction for Association affairs. The Executive Committee currently includes nine director positions: president, treasurer, secretary, vice president, and three at-large positions.

Cornerstone Values:

- **Engagement Relationships** – Prioritize the connection between the University and the alumni beginning as early as their initial enrollment at UW.
- **Loyalty** – Provide a reliable link for alumni to remain connected to UW.
- **Innovation** – Focus on continuous improvement so as to enhance the alumni experience.
- **Tradition** – Promote and celebrate UW Pride: Today, Tomorrow & Forever.
- **Ethical Service** – Provide honorable, accountable, and reliable service to a diverse alumni community.
- **Brown and Gold** – Honor shared connection in the UW alumni community.



THE OPPORTUNITY

The Director of Alumni Relations and Executive Director of the UW Alumni Association (D/ED) works within the University of Wyoming's Student Affairs Division. The University of Wyoming Alumni Association (UWAA) a non-profit corporation, is separate from UW. The Executive Director reports to the Vice President for Student Affairs and the UWAA Board of Directors for purposes of the Director's UWAA non-profit corporation responsibilities. They will provide strategic leadership for the Office of Alumni Relations and all related alumni programs.

The D/ED has oversight for eight (8) full and part-time staff and two (2) student interns with direct supervision of six (6) employees. In addition, the ED will administer an operating budget of approximately \$1 million; oversee an annual scholarship fund of about \$200,000; and manage net assets of approximately \$8 million. They are responsible for creating an annual budget and monitoring the forecasts throughout the year and beyond.

Responsibilities:

- Execute goals from the current strategic plan and contribute to the update of the plan for Spring 2022 and create and implement new strategic initiatives and enhance existing programs designed to engage alumni with UW.
- Lead ongoing efforts to develop outreach with the UW alumni community, their interests, views, and desire for connection with their alma mater.
- Supervise a staff and provide direction and vision for the existing array of alumni programs, recognizing synergies and opportunities for expansion.
- Work closely with the UW Foundation to ensure the continuity and coordination of alumni relations tied to the University's giving programs. Steward a small portfolio of donors based upon individual relationships and UWF priorities. Communicate regularly with UWF leadership and directors of development to support the identification, cultivation and stewarding of donors and potential donors.
- Nature of the position requires travel, both in and out-of-state, as well as frequently working in the evening and on weekends.
- Act as the chief administrator of the UWAA.
- Direct the operational, financial, funding and personnel functions of the UWAA and be the custodian of all books, papers, and properties of the UWAA.
- Coordinate with the UWAA's Treasurer and investment committee the management of all Association monies and securities, administer existing fund-raising programs and identify other revenue-generating opportunities, including sponsorships, for the Association, develop budget projections and recommendations to the Board of Directors, monitor expenditures, and participate with the Board and the Executive Committee in planning and policy-making decisions.
- Advance and expand internal and external partnerships.
- Serve on the UW Council of Diversity, Inclusion and Equity Committee.
- Connect experienced alumni with recent graduates and students to advance career opportunities.
- Regular, predictable attendance is required to perform the essential duties of this position, in addition, the Executive Director must reside in Albany County Wyoming.

QUALIFICATIONS

Required Qualifications:

- A minimum of a bachelor's degree from a regionally accredited institution. A master's degree is preferred.
- A minimum of five (5) years of experience in alumni relations, business, public relations, marketing, or related field.

Preferred Qualifications:

- Understanding of and/or experience with land grant institutions.
- Exceptional interpersonal communication and organizational skills.
- Demonstrated competence in budgetary and financial management skills.
- Demonstrated success in event planning activities.
- Ability to work collaboratively across many organizational units and stakeholder groups.
- Demonstrated commitment to diversity and inclusion.
- Comprehensive knowledge of alumni relations and the role this plays in large institutions.
- Knowledge of current trends and national best practices in alumni-related activities.

Important Competencies:

- Attention to detail.
- Collaboration.
- Individual leadership.
- Integrity.
- Ability to manage multiple competing priorities and tolerance for stress.

WHY CONSIDER THE OPPORTUNITY

- **Impact.** The Alumni Association connects with nearly every student from the point of enrollment at the University. They are closely tied to the athletic programs and have a productive, collegial relationship with career services. The Association enjoys a vibrant relationship with alums across the country.
- **The Marion Rochelle Gateway Center.** The Center, completed in 2014 after a successful capital campaign that netted more than \$20 million, is the centerpiece for many University activities. The McMurray Foundation UW Legacy Hall offers a creative interactive experience that honors the impact of UW Wyoming, the renowned alumni and friends who have supported the University, and the noteworthy traditions of the institution.
- **Capital Improvements.** Other campus facilities have been developed over the past 20 years through substantial capital investment on the part of the state and private donors.
- **Environment.** The community offers a warm, collegial, and supportive work environment.
- **Location.** Laramie is a great place to live and work. The city enjoys a low cost of living, low property taxes, and no personal state income tax. The area offers incredible outdoor recreational opportunities, an eclectic downtown area, and a great public school system.
- **Benefits.** The university provides a competitive benefits package including a retirement benefit that features a state contribution of 14.44% of an employee's gross salary along with excellent health benefits.



PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled; **parties who apply by November 2, 2021 will be given first consideration.** Please submit a CV/resume and a letter of interest upon application. All applications and nominations will be held in confidence. To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su265>

For more information or to offer recommendations or nominations:

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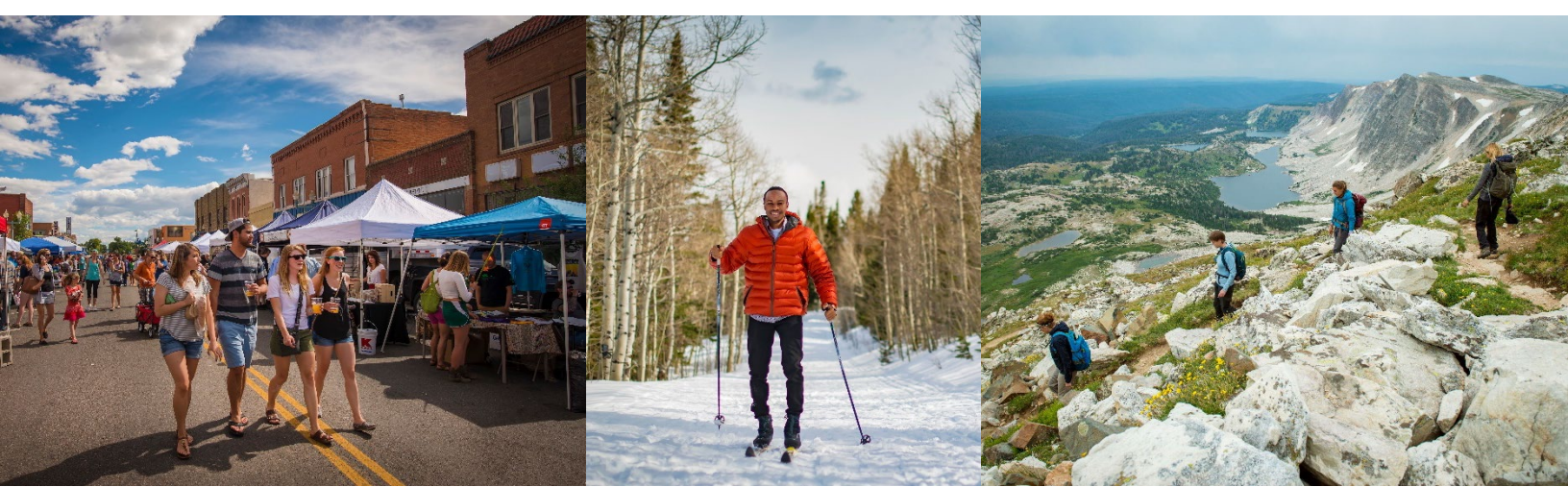
[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Colorado, Delaware, Kansas, New York, and North Carolina.

Members of under-represented groups are encouraged to apply. The University's policy has been and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, pregnancy, or other status protected by state and federal statutes or University regulations. The University's nondiscrimination policy applies to all matters relating to its education programs and activities including recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran's death, who is receiving federal survivor benefits based on the veteran's military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application, the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at the time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.



LARAMIE, WYOMING

Laramie is filled with hospitality, entertainment, and excitement while providing a neighborly atmosphere and warm small-town feel with a multitude of amenities and entertainment. The name “Wyoming” conjures up visions of the Old West as few others can. Laramie features a historic downtown, prairie and mountain vistas, rodeos, guest ranches, and more. Surrounded by the great outdoors, Laramie is also southeastern Wyoming’s center for arts events, with a lively music and theater scene, art exhibitions, festivals, and a variety of other entertainment. And don’t forget all the sports activities at the university and K-12 levels.

Interesting Facts:

- Also known as the “Gem City of the Plains,” Laramie is located in the southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado.
- Laramie sits at 7,200 feet above sea level in the Laramie River Valley surrounded by the Medicine Bow National Forest, the Laramie Mountains, and the Snowy Range.
- Laramie has a 6% sales tax, but does not have a state income tax or state inheritance tax.
- Laramie offers a variety of outdoor adventures with more than 250 days of sunshine per year.
- The quality of life and amenities Laramie has to offer brings several types of industries to the area including technology companies and academia.



About 20 minutes east of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wildlife, dramatic mountain scenes, and jumbled rock formations. And with more than a hundred mountain biking trails, the Laramie area provides a paradise for exploration on two wheels. Whether you prefer walking or hiking; camping or day-trips; fishing or hunting; mountains, lakes, rivers, or trails – Laramie offers something for everyone. Families will find fun and exploration close to town, while backpackers and sportsmen can spend a week in the high country of the Medicine Bow Mountains. And as a winter snow enthusiast, you can escape the crowds by exploring the hills, forested glens and rolling meadows of the Snowy Range from the back of a snowmobile or on downhill or cross-country skis. Laramie is one of Wyoming’s favorite playgrounds!

For more information on Laramie please visit:

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- Visit Laramie, <http://visitolaramie.org/>
 - Laramie Chamber Business Alliance, <http://laramie.org/>
 - Laramie Main Street <https://laramiemainstreet.org/>