



IUPUI Assistant Vice Chancellor for Alumni Engagement
IUPUI Office of Community Engagement

SUMMARY: The Assistant Vice Chancellor is the chief alumni relations officer for Indiana University-Purdue University Indianapolis (IUPUI). As such, the incumbent is responsible for developing programming and relationships that enrich the lives of alumni and increase the degree to which alumni and friends are informed, involved, and invested in the campus and each other.

IUPUI is a relatively young campus, having been founded in 1969 by combining Indiana University and Purdue University degree programs that had been offered in Indiana's largest metropolitan center. Over its 45 year history, it has evolved from a largely adult population of commuter students to Indiana's premier urban health and life sciences campus. The campus is increasingly a top choice for talented students looking to take advantage of the campus's urban setting. The Assistant Vice Chancellor for Alumni Engagement (AVC) is charged with educating and engaging all alumni including those who may have graduated from a very different commuter campus decades ago. Additionally, this position balances the role of engaging alumni from the IUPUI campus who have received degrees from Indiana University and/or Purdue University.

The ideal candidate will be an experienced, visionary, alumni relations leader who can develop and strengthen mutually-beneficial, meaningful, relevant, and value-added content and connections throughout the lifetime of an alumnus. S/he will be charged with formulating and implementing strategies to advance communication, participation, volunteerism, and philanthropy among the more than 170,000 living IUPUI alumni and the current student body. Working closely with the IUPUI Alumni Council, IU Alumni Association, IU Foundation and others across campus, the AVC will help foster a lifelong commitment to IUPUI among alumni and encourage their participation in engagement opportunities across the country and around the world.

The ideal candidate will have exemplary interpersonal and communication skills and a deep understanding of, and passion for, the mission and goals of a leading urban research university. S/he will be asked to develop strategies that align with the IUPUI Strategic Plan and the IU Alumni Association Five-Year Plan. The campus is particularly interested in individuals who have

performed at the highest levels of their careers, maintained a commitment to best practices in the field, and have a track record of successfully building and transforming programs.

The IUPUI Assistant Vice Chancellor for Alumni Engagement reports jointly to the IUPUI Vice Chancellor for Community Engagement and the Chief Executive Officer of the IU Alumni Association. The individual serves on the cabinet of both the IUPUI Office of Community Engagement and executive resource team of the IU Alumni Association. The Assistant Vice Chancellor participates in policy setting at both the campus and university levels. The Assistant Vice Chancellor also serves as the primary liaison for the IUPUI campus to the Purdue Alumni Association.

IUPUI, a partnership between Indiana and Purdue Universities, is an innovative, dynamic, urban research university. A primary part of its mission is to advance the intellectual growth of Indiana's citizens through research and creative activity, teaching and learning, and civic engagement. IUPUI's unique location in the state's capital and centrally within its largest population base means that opportunities for learning, research, and service are varied and plentiful. Indianapolis is the home of numerous civic and cultural organizations and has many established and emerging industries in the health and life sciences, a primary academic focus of IUPUI.

DUTIES AND RESPONSIBILITIES:

The AVC reports jointly to the IUPUI Vice Chancellor for Community Engagement and the Chief Executive Officer of the IU Alumni Association. S/he will develop an alumni relations program known for excellence in engaging alumni and current students.

Planning and Program Management

- Develop and implement an engagement and outreach strategic plan so that alumni and friends are informed, involved, and invested in the campus and university mission and programs.
- Create a long-range plan for IUPUI and Central Indiana alumni, establish strategic goals, objectives, and metrics in alignment with the IUPUI Strategic Plan and the IU Alumni Association Five-Year Plan.
- Supervise development, implementation, and assessment of campus-wide programs across the following domains: (1) alumni engagement initiatives involving IUPUI alumni and IU alumni living in Central Indiana; (2) a leadership board for IUPUI alumni; (3) community engagement initiatives involving alumni; and (4) IUAA/IUPUI alumni relations school-based and signature events including the Regatta, Top 100 student recognition, and the Hine Alumni Awards.
- Establish and implement financial and staffing plans supporting all of the above.

Volunteer and Board Engagement

- Lead initiatives to develop a powerful global network serving the campus, university, and alumni interests and needs. Ensure continuity, diversity and capability in the volunteer pipeline by identifying alumni who have demonstrated an interest in supporting the campus and university, are prominent in their fields, and may be willing to serve on committees, task forces, or other capacities.
- Participate in the development and delivery of initiatives to identify, develop, and recognize exemplary alumni and volunteer service. Convey to alumni and volunteers that their service is valued and their support is appreciated; demonstrate to volunteers the impact of their contributions on the university.
- Formulate and implement strategies to connect alumni to the goals and priorities of the campus and the university; advance communication, participation, volunteerism, and philanthropy among IUPUI alumni.
- Formulate and implement strategies to connect the campus and university to the needs and priorities of alumni; foster a culture of commitment to alumni engagement in the life and work of the campus and university among campus administrators, staff, faculty, and students.

Staff Management

- Promote excellence, provide clear direction, priority setting, monitoring, and evaluation of full-time and part-time staff, student assistants, consultants, and volunteers. Provide measurable goals and the support to achieve the goals.
- Establish and implement operating policies and procedures with the IUPUI Office of Community Engagement and the IU Alumni Association, including an adaptable and scalable model for serving campus units.
- Partner with IUAA and IUPUI communication professionals to oversee, coordinate, develop and deliver a comprehensive alumni communication strategy. Direct and monitor communication standards, publications and materials, to insure style accuracy and consistent tone.

Collaboration Across Campus and Institution-wide

- Develop programming which engages the chancellor, campus administration, deans, and university officials with alumni to discuss the needs and priorities of the campus and university and collaborate to achieve institutional goals.
- Serve as a member of senior management teams for both the IUPUI Office of Community Engagement and the Indiana University Alumni Association.

- Develop collaborative and supportive relationships with deans, development officers, and the IU Foundation, to facilitate donor engagement, stewardship and development; coordinate all alumni relations programs for both Purdue and IU schools located on the IUPUI campus, including administration of any IUAA and/or campus accounts for the individual constituent societies created for IUPUI schools.
- Partner with IU Communications, career offices, graduate schools, athletics, Division of Student Affairs, and the Office of Diversity, Equity and Inclusion to engage alumni volunteers to help meet overall institutional and campus goals for success.
- Lead initiatives to build the pipeline of future alumni leaders and donors by developing a culture of commitment to the campus among students and graduates of the last decade.
- Serve on campus committees and represent the university at local, state and professional meetings as assigned by either the IUPUI Vice Chancellor or IUAA Chief Executive Officer.
- Perform other related duties incidental to the work described herein.

QUALIFICATIONS:

Minimum Education and Experience: Master's degree from an accredited institution in a relevant field, plus at least 5 years of experience in alumni relations, institutional advancement, association management, or related fields; or Bachelor's degree from an accredited institution in a relevant field, plus at least 10 years of experience in alumni relations, institutional advancement, association management, or related fields.

Energetic leader with excellent verbal and written communication and social skills. Proven experience with strategic planning and execution. Development experience including alumni and donor identification, cultivation, solicitation, and stewardship. Evidence of successful alumni, staff and team building. Demonstrate commitment to diversity and its benefits.

Excellent administrative and financial budget planning and implementation skills. Networking skills to build collaborative alliances with alumni, faculty, staff and campus. Proven ability to problem-solve and effectively, efficiently provide sound judgment.

Apply online at jobs.iu.edu for the **IUPUI Assistant Vice Chancellor for Alumni Engagement**, job number 15876.