



OHIO NORTHERN UNIVERSITY

## *Ohio Northern University*

### *Director of Alumni Relations*

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Reports to: Vice President for University Advancement

Location: Ada, Ohio

### *About Ohio Northern University*

Ohio Northern University (ONU) is a safe, friendly, beautiful residential campus, situated on nearly 342 acres in Ada, Ohio. Founded in 1871, ONU is a private university proudly associated with the United Methodist Church.

The University is made up of five colleges, each preparing students to take on whatever challenges they see in the world. With over 3,000 students and more than 70 programs of study, students represent 34 states and 25 countries. ONU provides students with a rigorous academic experience and an 11:1 student-to-faculty ratio. The average class size for first-year students is 19, and there are 653 faculty and staff, with 83 percent of full-time faculty having Ph.Ds. or terminal degrees. ONU has numerous graduate programs including the Pettit College of Law.

Located within 90 minutes of several major cities, ONU offers the benefits of a rural setting and a short, easy drive to multiple metropolitan areas including Dayton, Columbus, Toledo and Ft. Wayne, Indiana. Nearby Findlay, Ohio is 20 miles from Ada and is home to the world headquarters of Marathon Oil and Cooper Tire. In 2015 and 2016, Findlay was named by Site Selection magazine as America's top micropolitan community (cities of 10,000-50,000 population). Lima, OH is also a short drive from Ada.

Plan 2021 strategically positions ONU to propel forward, attaining greater success and arriving at its sesquicentennial year in 2021 poised for a milestone 150-year celebration. With over 31,000 alumni, ONU has a rich history of academic excellence, and is constantly evolving to meet society's ever-changing needs. Most recently, ONU has been recognized for teaching quality, high graduation rates, commitment to volunteer service and, most impressively, providing a high return on investment for our graduates.

### *About the Position*

Reporting to the Vice President for University Advancement, the **Director of Alumni Relations** (Director) is a senior member of the advancement team.

The Director of Alumni Relations is responsible for the planning and implementation of programs and projects that strategically engage 30,000+ alumni and friends of the University in order to strengthen programs and provide tangible benefits to alumni and current students.

Serving as an ambassador, the Director of Alumni Relations is charged with securing commitments from alumni to provide professional expertise and volunteer service; collaborating with colleagues in the administrative offices (including, but not limited to the office of the President, Admissions, Development, Communications and Marketing, and Student Affairs) and the colleges to create and maintain pathways for alumni participation that advance the goals of ONU; partner with Development colleagues to identify, cultivate, solicit and steward alumni giving; and serve as a liaison between Alumni and the academic and administrative leadership of the University.

The new Director of Alumni Relations will:

- serve as an expert on the needs of Ohio Northern University's alumni and friends with respect to events, messaging, volunteer opportunities, outreach and services;
- be a strategic, ambitious and dynamic leader who is dedicated to building an even stronger alumni relations program;
- have a successful history of alumni relations work, engaging alumni and friends of the university in productive activities and initiatives;
- partner with the Vice President to lead alumni relations and integrate alumni relations strategies that enhance alumni giving programs;
- be creative, innovative, and have a strong background of leadership while working collaboratively; and
- have a passion for the impact that ONU can have on students, alumni, and the community.

### **Key Job Functions**

- Create, envision, and plan various programs and events for alumni and friends of the university that will foster participation and giving of time, talent, and treasure.
- Partner with Development Directors to determine the best strategies for effective stewardship and recognition of donors and volunteers.
- Advise on the facilitation of recognition events including but not limited to, reunions and homecoming, and coordinate or assist with various activities for recognition programs, alumni clubs, parent clubs, and donor societies.
- Collaborate with various internal constituents, campus departments, and alumni groups to provide consultation on best practices when working with alumni and friends of the university.
- Oversee the Alumni Relations budget, manage the department calendar, and supervise staff and student workers.
- Serve as the Chair of various committees related to alumni relations.
- Coordinate various off-site special events.
- Communicate daily with alumni via letters, personal visits, email, social media, telephone, and campus tours.
- Serve as a key advisor in campaign strategies.
- Provide staff leadership to the Alumni Association Board.
- Other duties as assigned.

### **Position Competencies, Skills, and Qualifications**

To successfully lead ONU's alumni relations initiatives, the ideal candidate will possess a strong knowledge of higher education and the practices associated with strong engagement of university alumni and friends, as well as strong behavioral competencies and attributes described below.

#### Functional/Technical Knowledge and Skills

- Experience in **alumni relations strategies and techniques** and a complete understanding of **alumni giving and volunteer management**
- Strong **leadership and management acumen**. Experience working as a part of a team
- **Technology skills** including computer literacy, familiarity with the internet, social media, word processing, spreadsheets, and database software programs

### Behavioral Competencies and Attributes

- A high level of energy, enthusiasm and dedication to the **mission and goals** of the Institution
- Strong **strategic thinking and planning** skills with the ability to establish both short-term and long-term strategies and plans for achieving university goals related to alumni relations
- Ability to accomplish tasks **in collaboration with and through others** in a higher education organization including demonstrated management and/or supervisory and/or professional mentoring experience
- Very strong **interpersonal** skills with the ability to be **persuasive** with a variety of constituents
- Ability to **organize alumni relations activities** effectively, prioritize prospects, and participate in high-level gift discussions
- Very effective **communication** skills (including, verbal, written, presentation, and listening skills)
- Ability to establish **priorities, goals, and timelines** and achieve quantifiable outcomes
- **Passion** for the work; ability to lead with **vision**
- High level and effective **problem-solving** and **decision-making** abilities
- Orientation toward **action** and **results**
- **Ethics** and **integrity** in all activities inside and external to the university

### Qualification Requirements

- A **Bachelor's** degree in an appropriate field
- Significant experience (3-7 years) in **alumni relations functions**
- Experience in **engaging constituencies** and working with volunteers
- Record of developing and implementing **plans**, and achieving **metric-driven goals**
- **Excellent oral and written** communications skills
- A **valid driver's license** and safe driving record

### Desirable

- Graduate degree is desirable
- Seven or more years experience in a similar role at a like-sized higher education institution or complex nonprofit organization
- Proficiency in utilization of the Banner operating system

This position **requires travel** and a willingness to **work weekends and evenings** as necessary.

### **Compensation and Benefits**

ONU offers competitive compensation and a comprehensive benefits package including: Health insurance (medical, dental, vision); disability and life insurance; medical leave and generous vacation; and educational benefits for employees and their immediate family members.