



Vice President for Development and Alumni Relations

Western Michigan University invites applications and nominations for the position of Vice President for Development and Alumni Relations.

General Summary

As the University's Vice President for Development and Alumni Relations, this individual will lead, plan, direct, and manage the creation and delivery of programs and personnel, financial, and operation activities to increase philanthropic support and secure alumni commitment and involvement. The incumbent of this position directs operations of the Offices of Development and Alumni Relations, and further serves as Executive Director of the WMU Foundation and works with other University related foundations. This is a senior administrative officer position at the University.

Major Duties

- Represents the University at various educational, business and community functions, committees and boards to promote the University's interests and mission
- Provides leadership in the establishment of fundraising and development objectives, strategies and tactics through annual, major and special campaigns
- Oversees the Alumni Relations Department, while providing strategic guidance and direction for alumni programs and development and advancement of the alumni association.
- Develops and maintains effective communications and relationships with corporations, foundations, alumni and other groups associated with the University
- Manages and oversees the departments' budget; reviews prior year's performance and establish new fiscal goals; prepares expenditure projections; and provides reports on division activities and monitor financial operations of departments
- Develops long-range plans that provide for steady growth in external support of the Foundation and the University
- Represents the WMU Foundation and other foundations related to the University to internal and external constituencies by articulating and effectively developing and maintaining support of the Foundation activities
- Serves as Executive Director of the WMU Foundation

- Advances alumni relations by increasing membership, enhancing support, and securing resources for the University

Minimum Qualifications

- Bachelor's degree
- Proven strong experience in the full spectrum of development including: gift policies, solicitations, stewardship, donor recognition, and administration
- Extensive successful management experience at a senior level in a large, complex public or private organization
- Extensive successful experience in and knowledge of fundraising and membership organizations that would be applicable to the University's and WMU Foundation's fundraising and alumni organizations
- Demonstrated ability to successfully plan, organize, and effectively present ideas and concepts to groups
- Excellent oral and written communication and interpersonal skills
- Exemplary organizational, project management, analytical and problem solving skills
- Strong ability to oversee fund management
- Ability to work a flexible schedule, including nights and weekends and to travel out of the State of Michigan for extended periods
- Experience in building successful relationships with many diverse groups, individuals, and organizations

Desired Qualifications

- Master's degree
- Certified Fund Raising Executive (CFRE)

The Search Committee invites letters of nomination, applications (letter of interest, complete CV, and list of 5-7 references), or expressions of interest to be submitted to the search firm assisting Western Michigan University. Confidential review of materials will begin immediately and continue until final candidates for the appointment are identified. It is preferred, however, that all nominations and applications be submitted prior to March 16, 2010.

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