



THE UNIVERSITY OF WESTERN ONTARIO

Associate Vice-President, Alumni Relations & Development

THE OPPORTUNITY

The University of Western Ontario is seeking an **Associate Vice-President, Alumni Relations & Development** to play a lead and strategic role in designing, implementing, coordinating and managing the alumni relations and development functions of the external relations portfolio at Western.

Reporting to the Vice-President (External), the AVP, Alumni Relations & Development will manage a dedicated team of Alumni Relations & Development leaders including:

- Executive Director (Alumni Relations),
- Executive Director (Development Programs),
- Executive Director (Faculties & Divisions Development),
- Administrative Officer to Alumni Relations & Development/Secretary to the Alumni Association,
- Administrative Officer (Campaign) and Secretary to the Boards of Western's Hong Kong, UK and US Foundations.

The Associate Vice-President, Alumni Relations & Development, will be an integral part of the University's external relations team. This individual will also be a member of the University's leadership group, interacting with leaders at all levels including the President, Deans, Chairs, Professors, all Vice-Presidents and student leaders, on a wide variety of development and alumni relations issues and programs. This is a highly visible, position of leadership at Western, and the candidate must have the skills to lead by example, providing motivation and inspiration to staff and volunteers at all levels within the external relations department, throughout the University, and representing Western broadly locally and internationally.

ABOUT THE UNIVERSITY OF WESTERN ONTARIO

Since our first graduating class in 1883, Western has become a vibrant centre of learning with 35,000 students and 268,000 living alumni. Western is the third largest research-intensive university and provides the best student experience in the country. We offer over 200 different programs in 12 faculties and schools and three affiliated university colleges. As one of London's largest employers, Western provides a diverse and unique environment for more than 9,000 full and part-time staff and faculty.

One of the oldest and most beautiful universities in Canada, Western is located on over 400 acres along the banks of the Thames River in London, Ontario providing a unique, community feeling. Our students are exceptional leaders: in the past nine years, we have had five Rhodes Scholars, and collectively raise the most funds for charity of any university student body in Canada. In October 2010, the *Globe and Mail's* University Report Card recognized Western's athletics and recreation programs with the only A+ ranking in the nation.

Western is committed to developing tomorrow's global citizens and leaders. With this strategic objective in mind, our University is focused on priority goals which include:

- Enhancing the overall student experience and increasing the globalization of this experience;
- Developing and maintaining strong research programs;
- Developing new revenue streams in a more creative and entrepreneurial manner;
- Enhancing community partnerships;
- Augmenting programs to be more globally focused.

ADVANCEMENT AT WESTERN

The Department of External Relations at Western consists of a team of about 100 professionals and support staff involved with Alumni Relations & Development, Advancement Services and Communications & Public Affairs. This team leads the way in serving our alumni, donors, faculty, staff, students and volunteers, and works in partnership with Foundation Western.

In demonstration of its growth and momentum in advancement, the Advancement team has raised \$63 million in new cash and pledges this past year, an increase from \$54 million the year before. We have also undertaken a multi-year capital campaign for more than \$500 million.

IDEAL CANDIDATE PROFILE

The AVP, Alumni Relations & Development, will work with staff and volunteers to build a better understanding of the breadth of our alumni and their interests in the University, in our students and our research, and in the collective positive impact of the University on society. Marrying traditional alumni relations activities with innovative segmentation and loyalty concepts, the ideal candidate will push beyond the status quo and create meaningful engagement opportunities for Western's alumni. Creative and collaborative, the new incumbent will tap into other existing resources across the University to foster an ethos of engagement that begins with the student experience and continues throughout the lives of our alumni.

Personable and outgoing, the ideal candidate will embrace and be involved in the campus and alumni communities. The Associate Vice-President will make our alumni feel engaged and excited, and will mobilize their pride and loyalty to encourage their philanthropic support. With demonstrated accomplishments in the direct solicitation of major donors, the successful candidate must be an experienced fundraiser who possesses excellent instincts for strategizing, pacing, and closing significant gifts.

An exceptional listener with a consultative style, the Associate Vice-President will foster communication and collaboration between the Alumni Association and alumni volunteers. An eloquent and confident communicator, the ideal candidate will be comfortable presenting formally and informally to a wide variety of stakeholders, concisely and convincingly conveying the University's messages. The AVP will generate a common vision for alumni and development at Western, also allowing flexibility for uniqueness of various faculties and stakeholder groups. Previous exposure to different cultures is essential for this role, ideally including experience with international alumni and donors.

Direct but diplomatic, the successful candidate will be a respectful collaborator who can effectively convene conversations and build consensus. With superior analytical and problem solving skills, the ideal candidate will be comfortable addressing complex donor, staff, volunteer and ethical issues. Cognizant of the complexities that exist in a university environment, and ideally possessing an advanced degree, the AVP will think through alternatives and options, and will anticipate both challenges and solutions. Calm, knowledgeable, and practical, the successful candidate will possess a strong intellect coupled with a high degree of emotional intelligence.

Focused on excellence and continuous improvement, the Associate Vice-President will oversee the day-to-day business of the Development and Alumni Relations teams to ensure smooth operations and ongoing momentum. Respectful and collegial, the ideal candidate will value the intelligence, knowledge, and experience of our advancement team. A skilled and experienced leader whom others want to follow, the successful candidate will encourage a team spirit and commonality of purpose through an integrated advancement approach between Foundation and alumni & development staff. Highly loyal and trustworthy, the new incumbent will be committed to Western, to our success, and to our vision for the University's future.

Able to effectively manage up, down, and sideways, the AVP will act as a mentor, guide, and sounding board to direct reports and colleagues. Adaptable to different personalities and styles, the ideal candidate will help others be effective, efficient, and focused on key priorities. To build capacity across the department, the successful candidate will develop talent by investing time and attention to help our team learn and grow. By redefining departmental goals through outcomes and client focus, the Associate Vice-President will lead positive change and empower others to be creative and accountable for their work.

KEY RESPONSIBILITIES

The ultimate goal of the position is to lead and play a strategic role in designing, implementing, coordinating and managing the alumni relations and development functions of the external relations portfolio at Western. The AVP, Alumni Relations & Development, will be responsible for working collaboratively with the Vice-President (External), the Alumni Association Board, and Alumni Relations and Development staff to develop engagement and programmatic activities for alumni across all demographic and geographic groups.

To accomplish this, the Associate Vice-President, Alumni Relations & Development, will:

- Collaborate with peer senior leaders in external relations, setting, implementing, monitoring and evaluating a long-term external relations strategy for Western;
- Work closely with the ED of Foundation Western to ensure that the Foundation's role and activities are collaboratively and positively integrated with the University's work;
- Partner with peer AVPs to integrate and coordinate alumni relations and development work with other parts of the University, most notably with the AVP (Research) to fund research activity, and with the Vice-Provost & Registrar, to support students with a variety of scholarship and financial aid methods;
- Directly manage a staff of three senior leaders and two support staff in external relations, leading an overall department of nearly 50 staff;
- Ensure that annual and long-term goals for alumni relations and development activity and achievement are set, monitored and evaluated;
- Provide staff support and leadership to the Alumni Association and its Board, ensuring alignment of goals of the Association, international foundation and advisory boards, and University;
- Provide staff support to senior development volunteers who are active in fundraising and other external relations functions;
- Personally manage a portfolio of high-potential donors, soliciting and securing philanthropic support at the 6- and 7-figure level and higher;
- Ensure staff support is provided to Western's Boards in Hong Kong, the UK and the USA;
- Work with the Executive Director of Alumni Relations, the Executive Director (International Alumni & Development), and the Alumni Association to set plans, engage and serve Western alumni;
- Collaborate with the Executive Director (Development Programs) to set and monitor plans to provide a core development function for Western for annual giving, planned giving, trip planning/call booking and follow-up and donor relations and stewardship;
- Partner with Executive Director (Faculties & Divisions Development) to set and monitor customized plans for each faculty and division, ensuring that all areas of Western are engaged in alumni relations and development activity;

- Implement programs, communications and other tactics to provide Western alumni with a meaningful lifelong relationship with the University;
- Ensure an appropriate development structure is in place to demonstrate Western's value for matching donors' highest philanthropic aspirations with the strategic needs of the University;
- Ensure an appropriate recognition and stewardship structure is in place and highly functioning to demonstrate Western's value and respect for donors to provide them with a meaningful lifelong relationship and experience with the University;
- Be flexible about work schedule and travel, as this position requires frequent travel and work on evenings and weekends.

LIVING IN LONDON AND MIDDLESEX COUNTY

Located in Southwestern Ontario about 2 hours west of Toronto, London is Ontario's 10th largest city with a population of more than 450,000. With thriving neighbourhoods, housing choices for all budgets, educational facilities at all academic levels, a wide variety of elementary and secondary schools, a children's museum, a children's festival and many other family-oriented activities, London is considered a great place to raise a family. London offers excellent business opportunities, world-class public healthcare, internationally-recognized educational institutions, a reliable public transit system and an enviable philanthropic culture. It offers outstanding recreational facilities — London has an extensive trail system that runs along the Thames, right onto campus. London also provides plenty of outstanding cultural opportunities to immerse yourself in artistic and cultural communities with festivals, events, music, theatre, art and entertainment.

Middlesex County is comprised of more than 30 communities with the tranquil beauty of country roads, rolling hills and farmland. Agriculture is a common way of life in Middlesex County but industrial manufacturing, value-added agriculture and retail/service business sectors also thrive.

London lies at the junction of Highway 401 and 402, connecting it easily to Toronto, Detroit, and Sarnia. In addition to train and bus stations with frequently daily connections to major cities, London also has an international airport with regular schedules on Air Canada, WestJet, United & United Express, Canjet, Sunwing and Transat Holidays.

FOR MORE INFORMATION

For more information about this leadership opportunity with the University of Western Ontario, please contact Tara George, Senior Vice-President & Lead Search Consultant, or Julie Wirtanen, Search Consultant, at KCI (Ketchum Canada Inc.) at UWO-ARDev@kciphilanthropy.com. All enquiries will be kept in strict confidence.

Candidates are asked to submit resume and letter of interest by July 25, 2011 via email to the address above. Since there are two Associate Vice-President positions available at Western, candidates are asked to clearly note the position of interest in the email subject line.

Western is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities. Western is committed to ensuring that each individual will have genuine, open and unhindered access to employment opportunities. Western recognizes that true equality means respecting people's different needs and, therefore, will take all reasonable steps to ensure accommodation to applicants where appropriate.