



Office of the Assoc. Vice President

HUMAN RESOURCE DEPARTMENT UNIVERSITY OF LIBERIA MONROVIA, LIBERIA WEST AFRICA

OPPORTUNITY Executive Director (ED) for Alumni Engagement & Development (AED)

The primary mandate of the Alumni Engagement and Development (AED) team is to engage, steward and provide key services to its alumni through communications, events and strategic initiatives. By building strong connections between the University of Liberia (UL) alumni and the University, our AED unit advances UL's reputation and encourages increasing levels of pride, engagement and Philanthropic support for UL, its mission, and its current and future students.

We are seeking a new and dynamic Executive Director (ED) for Alumni Engagement & Development to provide leadership, vision, and strategic direction to Alumni Affairs and to lead in the development of a comprehensive alumni relations strategy for UL. The ED will serve as the primary liaison between the University and its estimated 25,000+ alumni in Liberia and abroad. The ED will provide leadership to the implementation of Alumni Engagement and Development activities and services, and leadership to the coordination of alumni relations outreach activities and collaborations across the University.

Reporting to the President through the Vice-President, Institutional Development Planning (IDP), and the ED will ensure that AED's key services and activities are aligned with IDP's mandate, objectives and strategic priorities. The ED will also collaborate with divisional staff, and with senior administration across all Departments and units, to cultivate, develop, and provide leadership to alumni relations efforts locally and globally.

In this leadership role, the ED will serve as a member of the Management Team, and will participate actively in setting and managing divisional policies, priorities and activities. In addition, the ED will act on behalf of AED and will serve in the University as a senior representative of the Unit, championing its services and activities.

ABOUT UL is on a path of excellence. Cultivating creativity, collaboration and innovation, we are building a culture for student success, academic and research excellence and community engagement that is shaping the global thinking of tomorrow.

UL is largely a teaching university with a developing commitment to research. UL is committed to pursuing excellence, student success, outreach and partnership by engaging students, faculty, staff, alumni and external partners in multilateral ventures that transform teaching into learning, research into discovery, and service into citizenship.

Founded in 1951 (with origins in 1862), UL is rebuilding to become a leading interdisciplinary teaching and research university, all while staying true to our original values of accessibility, affordability, social responsibility and academic excellence. Presently, we have a student population of about 18,000, a family of more than 25,000 alumni worldwide, 2,000 faculty and staff, four campuses, 8 undergraduate colleges, 5 graduate programs, 3 professional schools, offering more than 1,000 courses at the undergraduate and graduate levels, and a budget of about \$20 million. UL is the largest university in Liberia.

Our creative teaching collaborations have social and scientific impact, and our 50+ international partnerships are helping students think bigger, broader and more globally. We have enormous potential for future development given our location in a region with a youthful, fast-growing population, and enormous potential for innovation -

IDEAL CANDIDATE we are seeking a highly driven leader to lift our Alumni Relations strategy and practices to the next level, and to raise the profile of Alumni engagement work done across the university. The new ED of AED will possess senior leadership experience in a university or comparable public-sector institution, ideally having functioned in alumni/donor relations, fundraising, student recruitment or services, or public relations. Candidates should possess some expertise in revenue-generation functions and programs, and be comfortable with accountability for revenue targets. As well, the ideal candidate will have a strong understanding of the goals and objectives of a university, and of the various constituencies within the University and their influence on decision-making and program execution.

The ED will serve as the face and persona of the AED team. Outgoing and enthusiastic, the ideal candidate will bring energy, ideas, and initiative to the role. A skilled leader and manager, the successful candidate will lead change by establishing clear and measurable goals and objectives, and by effectively engaging staff, volunteers, and colleagues. Poised, professional, and socially versatile, the successful candidate will possess the ability to communicate effectively with diverse populations. In addition to bringing strong verbal and written communication skills, the ED will be an exceptional public speaker who is experienced at representing an organization in front of a variety of groups. The ideal candidate will also be technically savvy, particularly as it relates to digital communication with stakeholders. Flexible and creative, the ideal candidate will

possess well-developed analytical, interpretive and evaluative skills in aid of administrative decision-making. The successful candidate will possess excellent judgment, and strong financial and project management skills. Tactful, strategic, and politically astute, the ED will bring demonstrated effectiveness in providing advice across a broad range of matters and in operating in complex situations.

PRIMARY RESPONSIBILITIES The Executive Director (ED) for Alumni Engagement & Development (AED) is responsible for strategic integration of alumni relations across the University, in support of University priorities and objectives. This is a senior management position within the University and thus the Executive Director exercises a high degree of responsibility and accountability in policy and operational areas. Bearing in mind general goals and the image of the University, and with broad direction of the Vice-President for Institutional Development Planning (IDP), the candidate leads all of Alumni Relations strategic planning, organizational implementation and oversight of operations. A University Degree is required for this position; a UL degree would be an asset for this role.

APPLICATIONS (How to apply) The application should include (1) a letter describing qualifications and highlighting leadership experiences relevant to the position, (2) current curriculum vitae, (3) professional writing example, and (4) the names, current position titles, addresses, telephone numbers, and e-mail addresses of at least four references. Application Deadline: Review of applications will begin immediately and will continue until the position is filled. Please send all applications electronically to: **garmaimwilson@gmail.com**. To be assured full consideration, applications must be received by **July 15, 2018**. Position will remain open until filled.