



The University of Toledo Foundation Senior Director of Alumni Engagement

The University of Toledo Foundation

The University of Toledo Foundation, an independent 501(c)3 organization, exists for the sole purpose of supporting The University of Toledo. The Foundation is the official gift-receiving and fund-management organization for the University. Our purpose is to support the University's broad educational mission by receiving, managing, and distributing generous gifts to benefit students and enhance faculty and program efforts. The Foundation includes the Development, Alumni Relations and Special Event functions. Through its subsidiary, the UT Real Estate Corp., the Foundation also manages off campus real estate matters for the University.

The UT Foundation embraces the mission of The University of Toledo by aspiring to be a forward-thinking, philanthropic organization, providing impactful financial support and engagement opportunities for transformation throughout the University community.

The University of Toledo Alumni Association

The purpose of The University of Toledo Alumni Association is to support the University by fostering a spirit of loyalty to the University among its alumni. This is accomplished by providing a communications link between alumni and the University, encouraging and establishing activities for the alumni, and promoting programs to assist in the academic and cultural development of The University of Toledo.

Senior Director of Alumni Engagement

The Senior Director of Alumni Engagement serves as the deputy alumni officer for The University of Toledo (UT), with management responsibilities for director, associate and assistant director positions within the alumni engagement area. The position assists the Associate VP of Alumni & Annual Engagement in the organization and implementation of UT's comprehensive alumni and annual engagement program. Directs, manages and coordinates all aspects of assigned alumni affiliates, chapters and general alumni engagement activities.

Knowledge, Skills & Qualifications

Qualifications

- Bachelor's degree required; Master's degree preferred.
- Eight or more years of professional experience in alumni engagement, marketing, special event planning, public relations or development/fundraising.
- Must have experience with alumni engagement metrics and the ability to measure organizational outcomes.
- Must have the ability to work with and in front of large crowds, which includes introducing University administrators and members of the University Board of Trustees.
- Position involves frequent travel, including nights and weekends.

Behavioral Competencies and Attributes

- Held accountable for:
 - o Meeting goals for assigned affiliates, chapters and events as established in annual Alumni Engagement strategic plan.
 - o Maintaining good relationships with constituents, which includes, but is not limited to, volunteers and University and community representatives.
 - o Developing budgets for assigned groups/events and operating within those guidelines.
- Passion for the institution's mission, traditions and long-term success. Consistently demonstrate the mission, vision and values of UTF and the University.
- o Our RITE Values – Respect, Integrity, Transparency & Teamwork, and Excellence
- Outstanding written and verbal skills. Must be able to develop interpersonal relationships with multiple constituents.
- Integrity, impeccable ethics, initiative, enthusiasm, and the ability to establish trust and credibility.
- Demonstrate commitment and ability to:
 - o Provide quality customer service.
 - o Plan, organize and remain accountable for actions.
 - o Problem solve utilizing critical thinking skills.
 - o Function in a confidential manner.
 - o Collaborate with other staff.

Compensation and Benefits

We offer a competitive salary based on experience, qualifications and credentials.

Our comprehensive benefits include medical, dental, vision, 403b, education & professional development, and paid time off.

To Apply

Interested candidates should submit a cover letter, resume, salary requirements and the name and contact information of three professional references.

To apply, please send required credentials to UTFJobs@UToledo.edu.

Candidates are urged to visit the websites of the UT Foundation at www.utfoundation.org and the University of Toledo at www.utoledo.edu.

Position will remain open until filled.



The University of Toledo Foundation is an Equal Opportunity Employer (EEO).