



www.fordham.edu

Bronx, New York, and West Harrison, NY

ASSISTANT VICE PRESIDENT, ALUMNI RELATIONS

THE SEARCH

Fordham University is a private doctoral research university in the Jesuit tradition. Since its founding in 1841, Fordham has grown as a result of the collective vision of its leaders, the generous support of alumni and friends, and the creativity and hard work of its faculty and students. Proof positive, the University has risen 23 places in *U.S. News & World Report's* annual rankings of the nation's top universities over the past five years, and was recognized as America's "Hottest Catholic School" by *Newsweek*. To further propel its position of preeminence among institutions of higher learning nationwide and continue its mission to educate men and women for others for generations to come, the University has launched a historic campaign. *Excelsior | Ever Upward | The Campaign for Fordham* seeks to raise \$500 million to bring Fordham into a new era by 2016, its 175th anniversary. To date, the University has raised over \$420 million towards this goal. This precedent-setting campaign reflects both Fordham's strategic growth and steadfast commitment to its mission.

At this pivotal time in its history, Fordham seeks an exceptional leader to serve as the Assistant Vice President, Alumni Relations. This role is a high-level leadership opportunity with critical, University-wide responsibilities. The Assistant Vice President will lead the Alumni Relations program and provide innovative, effective strategies and management. With the understanding that engaged alumni are essential in building support for the goals of Fordham now and in the future, he or she will work to further develop and implement comprehensive alumni relations programming in the United States and in select international metropolitan areas.

The Assistant Vice President will sit on the Vice President's senior staff council, and work closely with the Office of the President, other Assistant Vice Presidents and University Administration. As a senior manager, the Assistant Vice President will model desired management and leadership behavior and be expected to lead through example.

The ideal candidate will possess a strong commitment to the goals of Jesuit education. He or she will bring senior leadership experience and a record of success in alumni/constituent relations, ideally for an educational institution. Along with confidence and high emotional intelligence, the Assistant Vice President will have strong management experience and the demonstrated ability to effectively engage a large alumni and volunteer network. A dynamic leader, the Assistant Vice President will implement creative strategies to build capacity by identifying, tracking and nurturing alumni, while ensuring that relationships with existing constituencies (alumni, parent groups, and industry leaders) are broadened and deepened, and promoting a bond of loyalty and support between Fordham and its graduates and supporters. Fordham has retained [Freeman Philanthropic Services, LLC](#) to assist with this recruitment.



FORDHAM UNIVERSITY

Led by a dedicated Board of Trustees and President Joseph M. McShane, S.J., Fordham University, the Jesuit University of New York, is committed to the discovery of wisdom and the transmission of learning, through research and through undergraduate, graduate and professional education of the highest quality. Guided by its Catholic and Jesuit traditions, Fordham fosters the intellectual, moral and religious development of its students and prepares them for leadership in a global society.

Founded as St. John's College by Archbishop John Hughes, Fordham opened in 1841 to serve the immigrant Catholic Church of New York. At the invitation of Archbishop Hughes, the Society of Jesus (the Jesuits) assumed responsibility for the College in 1846. In 1907 the institution achieved university status and its name was officially changed to Fordham University. It is one of the 28 Jesuit colleges and universities in the U.S. and 133 Jesuit institutions of higher learning around the globe. It is also the only Jesuit university in New York City. As it approaches its 175th year (in 2016), Fordham remains committed to academic excellence and the ethical values that stand at its core.

Today, Fordham serves more than 14,700 students in four undergraduate colleges and six graduate and professional schools on three campuses in the Bronx, Manhattan, and Westchester County. Fordham's faculty has grown to include 667 full-time instructors, 96-percent of whom hold doctoral or other terminal degrees. The University has more than 114,000 living alumni.

- ◆ **Rose Hill**, the original campus, adjacent to Little Italy, the Bronx Zoo, and the New York Botanical Garden, is situated on 85 acres in the north Bronx. The schools include Fordham College at Rose Hill, the Gabelli School of Business, Fordham School of Professional and Continuing Studies, the Graduate School of Arts and Sciences, and the Graduate School of Religion and Religious Education.
- ◆ The **Lincoln Center** campus was established in 1961 on eight landscaped acres adjacent to Lincoln Center for the Performing Arts. The schools include Fordham College at Lincoln Center, the School of Professional and Continuing Studies, the Graduate School of Business Administration, the Graduate School of Education, the Graduate School of Social Service, and the School of Law.
 - Fordham's Executive MBA Program is ranked 25th internationally and among the top 20 in the U.S. for return on investment, according to two recent surveys published by *The Wall Street Journal*.
 - Fordham's Law School has risen steadily in *U.S. News & World Report's* annual rankings of the nation's law schools, and is widely acknowledged as one of the best law schools in the country.
 - The Graduate School of Social Service is the largest school of its kind in the country and, according to *U.S. News & World Report*, the 18th best in the nation.
- ◆ The **Westchester** campus was established in Tarrytown in 1976 and relocated to West Harrison in 2008. The schools include the School of Professional and Continuing Studies and branches of Fordham's Graduate Schools of Business Administration, Education, Religious and Religious Education, and Social Service. In addition, the Louis Calder Center – Biological Field Station at Armonk, NY, in is a 114-acre field station with a 10-acre lake and laboratories.



EXCELSIOR | EVER UPWARD | THE CAMPAIGN FOR FORDHAM

Excelsior | Ever Upward | The Campaign for Fordham seeks to raise \$500 million to bring Fordham into a new era of preeminence by 2013, in time for its 175th anniversary in 2016. Click to watch the [Campaign Video](#) and to view an interactive digital edition of the [University's case statement](#).

Alumni volunteers are spearheading the fundraising effort: James E. Buckman, Esq., FCRH '66, Darlene Luccio Jordan, FCRH '89, and John P. Kehoe, FCRH '60, FCLC '85, are co-chairs of the campaign. Dozens of other alumni are helping to lead committees to support individual campaigns for facilities, athletics, WFUV (90.7 FM), and the University's schools and colleges. To learn more about Campaign leadership, priorities, and latest news, click [here](#).

CAMPAIGN PRIORITIES

ACADEMIC EXCELLENCE \$250 MILLION

Endowed Chairs	\$80 million
Endowed Scholarships	\$70 million
Academic and Program Support	\$100 million

FACILITIES AND IMPROVEMENTS \$170 MILLION

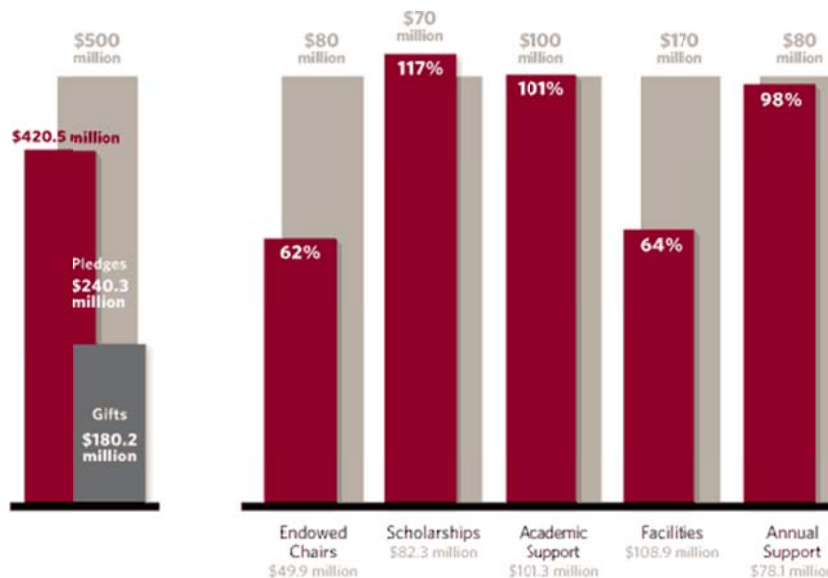
Lincoln Center Campus	\$100 million
New Fordham School of Law Building	
New Residence Hall	
Rose Hill Campus	\$70 million
New Campbell, Salice, and Conley	
Residence Halls	
New Campus Center	
New Student Recreation Center	
Hughes Hall Renovation	



ANNUAL SUPPORT \$80 MILLION

CAMPAIGN PROGRESS TO DATE

CAMPAIGN PRIORITY PROGRESS TO DATE



IMPORTANT RELATIONSHIPS

The Assistant Vice President will report directly to the Vice President of Development and University Relations, Mr. Roger A. Milici, Jr.

The selected candidate will establish strong working partnerships throughout the University and the Office of Development and University Relations (DAUR). He or she will sit on the Vice President's senior staff council, and work closely with the Office of the President, other Assistant Vice Presidents and University Administration. Therefore, it is essential that the Assistant Vice President gain the trust and confidence of the President, the Board, senior staff, deans, department heads, faculty, staff, and alumni – in order to forge effective relationships that will bring forth the best ideas and efforts to support and enhance alumni relations activities.



KEY RESPONSIBILITIES

The Assistant Vice President, Alumni Relations' key opportunities and challenges include:

- Lead the Alumni Relation program and provide innovative, effective strategies and management;
- Evaluate the current activities in all areas of Alumni Relations. Consolidate existing programs where feasible, strategically strengthen those that need it, eliminate those that are no longer relevant or productive, and introduce new ones where appropriate;
- Serve as the University's key spokesperson on alumni affairs, and provide periodic reports and updates to the University administration, DAUR colleagues, and volunteer leadership, as schedules and demand requires;
- Prepare the University community and build the infrastructure necessary to develop and execute a strategic plan for alumni relations in coordination with appropriate staff and alumni volunteers, including the introduction of a Fordham University Alumni Association;
- Manage and empower an eight-person team through active and inclusive communication and delegation, and ensure staff accountability for excellence through clearly defined, collaboratively established and measureable goals;
- In partnership with the Development team, create and coordinate the President's travel schedule and travel with the Vice President and President to key alumni events throughout the year;
- Establish and maintain relationships and programs with University offices outside DAUR, including the Office of the President, admissions, athletics, student life and career services, mission and ministry/campus ministry, information technology, academic leaders, etc. in order to maintain a current understanding of happenings and opportunities on campus;
- Oversee the planning and execution of signature University-wide alumni events such as Homecoming, Jubilee Weekend and Lincoln Center Reunion;

- Encourage teamwork and the open flow of ideas, and contribute to the creation of a dynamic, innovative environment;
- Provide training and development for alumni volunteers;
- Explore opportunities to assure coordination and productivity, communication, and to promote staff collaboration and professional satisfaction;
- Provide opportunities for staff to increase and enhance their skills so that they can function effectively in positions of increasing responsibility. Delegate effectively in order to utilize staff to their maximum potential;
- Help to identify, cultivate and attract future volunteer leadership, building a pipeline of dynamic new leaders;
- Manage revenue and expenses associated with the Alumni Relations program. Provide leadership and operational management, and advance the progress already made to develop and sustain a sophisticated alumni relations program that responds to and anticipates both long-term and short-term needs.

IDEAL EXPERIENCE & QUALITIES

Reflecting Fordham's Jesuit tradition, the University seeks a mission-driven alumni relations professional and manager who will positively contribute to the institution. In addition to the demonstrated ability to meet and exceed the responsibilities listed in the preceding section, the ideal candidate will possess the following experience and attributes:

- Proven senior leadership experience and record of success in constituent relations and/or alumni relations;
- Successful record of effectively managing a team and a large/complex volunteer/alumni network;
- An understanding of and appreciation for Fordham's Jesuit, Catholic identity and mission are essential. A degree from or previous work experience at a Jesuit institution is strongly preferred. A commitment to the goals of Jesuit education is required;
- Minimum of ten years experience in higher education administration, preferably in alumni relations/development;
- Leader who can help model and set the tone for a department driven and guided by values, productivity, responsiveness, a strong work ethic, responsibility, collaboration, open communication, mutual respect, achievement and fun;
- Strong relationship-building skills;
- Gravitas, high emotional intelligence, creativity, and a commitment to excellence and integrity;
- Ability to inspire, generate excitement, shared purpose, and action;
- Excellent communication skills (both written and oral), while also being a good listener;
- Collaborative style and flexibility, combined with focused energy, patience, a healthy disposition, and a sense of humor;

- Positive and creative manner of approaching issues and devising sound strategies based on data analysis and good judgment;
- Familiarity with computerized development databases and tracking systems;
- A bachelor's degree required, an advanced degree preferred.

COMPENSATION

The compensation and benefits package will be competitive and commensurate with the successful candidate's background and experience.

FREEMAN PHILANTHROPIC SERVICES, LLC (FPS)

FPS is a national leader in executive recruitment for the not-for-profit sector and brings a proven track record of recruiting top talent to diverse institutions. Please visit our [website](#) and [Linked In](#) page for more information about this recruitment and our work.

APPLICATIONS & NOMINATIONS

Please send all confidential inquiries, applications, and nominations directly to FPS via e-mail at FordhamAR@glfreeman.com. All applications must include (1) an up-to-date resume, and (2) a formal letter of interest (addressed to FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity is the logical and desired next step in his/her career.

Fordham is an Equal Opportunity/Affirmative Action Institution.

