



Director of Alumni Affairs

Colgate University, one of America's top 15 liberal arts universities, invites inquiries, nominations, and applications for the position of Director of Alumni Affairs. A highly selective, independent institution with an undergraduate college at its core, Colgate offers the Bachelor of Arts in 51 major concentrations and additional minor concentrations in 23 academic departments. The campus is located in the village of Hamilton, in rural central New York. With 2,750 undergraduates (51 percent women and 49 percent men), Colgate is one of the nation's largest liberal arts colleges as defined by the Carnegie Foundation. Students of color comprise approximately 21 percent of the undergraduate population. Nearly 90 percent of students who enroll will graduate from Colgate — one of the highest rates in the country.

Joining a team of five alumni affairs professionals and two support staff, the Director of Alumni Affairs will report to the Vice President of Alumni Affairs. The primary responsibility of the Director is to facilitate strong relationships between Colgate University's 30,000 alumni and their University by cultivating and directing a comprehensive and diversified program of activities and programs that support alumni interests and concerns. The Director is responsible for expanding and developing educational programs such as summer Alumni College and faculty alumni travel programs. The Director is also responsible for: creating outreach opportunities by strategically planning, marketing, and managing on- and off-campus programs; recruiting alumni volunteer leaders and managing and supporting their work; collaborating with other university divisions on programs and events and activities of mutual interest; and coordinating communications efforts including direct mail, electronic mail, and Web interfaces. Thirty percent of the time of the Director is spent on the road, representing Colgate University to various constituencies.

The Director of Alumni Affairs is a strong partner with the advancement staff, working closely with fundraising activities such as The Campaign for Colgate and the Annual Fund to meet the fundraising goals in support of the strategic initiatives of the University. The Alumni Affairs office operates on a budget in excess of \$800,000.

The successful candidate will possess a minimum of five years of progressively responsible positions in education or management. The incumbent will be pro-active in responding to alumni concerns and an excellent supervisor who is proficient in areas of staff performance appraisal and professional development. He or she will be familiar with best practices in the area of alumni affairs. The ability to balance multiple priorities in a fast-paced organization and work and communicate effectively with staff, administrators, faculty, and alumni is essential. Minimum educational qualification for this position is possession of a

baccalaureate degree. Previous experience in alumni affairs, advancement or event management is a plus.

Interested individuals should send a letter describing their interest in and qualifications for the position, a resume, contact information including mailing and email addresses for five references. Information should be sent electronically (Microsoft Word attachments preferred) to Megan Spelman at Megan@wspelman.com. The subject line of the e-mail should be **DAAColgate**. Confidential inquiries will be received at 585.787.9742.

Documents that must be mailed should be sent to William Spelman Executive Search at 667 Midship Circle, Webster, NY 14580. All applications and inquiries are confidential, and all reasonable efforts will be made to maintain confidentiality for those candidates who proceed to on-campus interviews. For full consideration, all materials must be submitted by July 11, 2008. The process will begin immediately and will continue until the position is filled.

Colgate University is an Equal Opportunity/ADA employer. Women and minorities are strongly encouraged to apply. Developing and sustaining a diverse faculty and staff further the university's educational mission.