



**EXECUTIVE DIRECTOR OF ALUMNI AND CONSTITUENT ENGAGEMENT**

**CARNEGIE MELLON UNIVERSITY**

**Pittsburgh, Pennsylvania**

## **Carnegie Mellon University**

The Aspen Leadership Group is proud to partner with Carnegie Mellon University in the search for an Executive Director of Alumni and Constituent Engagement.

The Executive Director of Alumni and Constituent Engagement will work actively with colleagues across all areas of advancement, including the schools and colleges, and with volunteers to strengthen and lead alumni engagement at Carnegie Mellon University. The Executive Director will join a team dedicated to a collaborative, collegial, and integrated approach to alumni and constituent engagement. The Executive Director will leverage this approach to build strong and collaborative partnerships with key constituents across the university. The Executive Director will partner with the Assistant Vice President on a comprehensive and compelling alumni relations program for Carnegie Mellon University's more than 120,000 alumni, enhancing their lifelong engagement with the university, and engaging with them at their points of interests—professionally, intellectually, and personally. Together, the Executive Director and the Assistant Vice President will bring to fruition an ambitious and forward-looking strategic plan. The Executive Director will lead and supervise team members responsible for schools and college programs and strategies, regional alumni programs, domestic and international networks, volunteer management, data and analytics, corporate and entrepreneurship programs and strategies, and identity and affinity networks—establishing a clear vision for priorities. The Executive Director will iterate and expand activities to build a culture of engagement and philanthropy among CMU graduates.

It is an exciting moment to be joining the Carnegie Mellon community. Founded by Andrew Carnegie, Carnegie Mellon University has been a birthplace of innovation since its founding as an engineering and fine arts school in 1900. It has soared to national and international leadership in higher education and research, especially since 1967 when the Carnegie Institute of Technology merged with the Mellon Institute for Industrial Research to form Carnegie Mellon University. CMU made an early commitment to computer science and information technology, where the university continues to advance discovery and impact. CMU is renowned for its blend of technical rigor and creativity, for its commitment to solving real-world problems, and for its strength in interdisciplinary collaboration. Its alumni have earned distinction around the globe – from Nobel Prize and Turing Award recipients to Tony and Oscar winners, from Wall Street investors to Silicon Valley entrepreneurs, and from world-renowned educators to pioneering researchers.

Carnegie Mellon is ranked as 28<sup>th</sup> among global research universities, according to the *Times Higher Education World University* rankings, 25<sup>th</sup> in *U.S. News and World Report*, and 20<sup>th</sup> in *The Wall Street Journal/Times Higher Education U.S. College* rankings. Many of its schools and departments maintain top five national and international rankings.

Beyond its Pittsburgh campus, Carnegie Mellon University's global presence includes campuses in Silicon Valley, Qatar, and Rwanda, and degree-granting locations in Los Angeles, New York City, Washington, DC, Australia, and Portugal, as well as numerous other research and educational partnerships around the world.

CMU's tenth President, Farnam Jahanian, was appointed in 2018. He is a computer scientist, entrepreneur, and academic leader. President Jahanian's priorities include enrichment of the student experience; providing fresh resources for the fine arts; accelerating work in foundational sciences from the application of machine learning and data science; and supporting a broad array of research in technology and the impact of such innovation on humanity.

## **REPORTING RELATIONSHIPS**

The Executive Director of Alumni and Constituent Engagement will report to the Assistant Vice President, Alumni and Constituent Engagement, Teresa Violi Trombetta. The Executive Director will serve as a member of the unit's leadership team, collaborating and partnering with a team of high-functioning and well-respected professionals in the areas of alumni relations, university events, and donor engagement. The Executive Director will supervise 11 team members.

## **FROM THE ASSISTANT VICE PRESIDENT**

*Thank you for your interest in a leadership role on Carnegie Mellon's Alumni and Constituent Engagement team. As the Executive Director, you will begin with a defined and progressive strategic plan that focuses on the value of connecting alumni to each other, to the university, and to our students. The plan provides a strong foundation and will afford you the opportunity to be forward-thinking and creative in your approach as you develop groundbreaking alumni relations strategies and programs. You will join a high-performing, collaborative, and well-established leadership team in the areas of university events, donor engagement, and alumni relations. This role is designed to be a thought-partner and trusted colleague to the Assistant Vice President, leading strategies that result in*

- *meaningful collaborations with academic partners and university leadership, leading to college-based programming, mutually beneficial annual plans, and virtual engagements;*
- *opportunities to further develop metrics based on CASE alumni engagement metrics and utilize data to define success and move forward initiatives such as engagement management portfolios;*
- *a comprehensive domestic and international constituent engagement plan;*
- *programs that meet alumni where they most value connecting back to CMU and with each other, such as identity networks and corporate and entrepreneurship connections;*
- *the development of volunteer and professional development opportunities for our alumni; and*
- *working closely with a strong, collaborative Alumni Association Board.*

*You will join a team that is committed to building programs and partnerships with diversity, equity, and inclusion at its core, and will report to a leader with sixteen years of experience at CMU who encourages and celebrates professional development, believes in fostering a positive environment, and embraces change. The successful candidate for this role would embrace a similar approach and bring an entrepreneurial mindset to their work.*

*As one of the top undergraduate institutions in the nation, CMU is highly ranked in such fields as artificial intelligence, engineering, human-computer interaction, the visual and performing arts, design, finance, and other fields, and its graduates are creative game changers and entrepreneurs in these world changing fields. The Executive Director will interact with such diverse leaders, both in the United States and across the globe, leveraging their connections to engage this dynamic community of graduates in CMU's important educational and research missions.*

—Teresa Violi Trombetta, Assistant Vice President, Alumni and Constituent Engagement

## **CARNEGIE MELLON UNIVERSITY'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

Carnegie Mellon University is a richly varied community, united in the pursuit of excellence. The students, faculty, and staff of Carnegie Mellon University represent all 50 states and over 65 nations, bringing together a wealth of perspectives, identities, backgrounds, and cultures. This diversity is its strength and its obligation, as every community member contributes unique strengths to the education and research that change the world.

In a world that continues to struggle with bias and inequality of opportunity, Carnegie Mellon University strives to better represent the variety of the human condition, and to better support all students, faculty, and staff. As a community devoted to rigorous analysis and creative approaches to real-world problems, CMU has both the tools and the responsibility to address these challenges. It will continue to cultivate a welcoming culture, improve programs, recruit, and retain world-class talent, and become a leader and champion for best practices. This is core to its mission.

### **PRIMARY RESPONSIBILITIES**

The Executive Director of Alumni and Constituent Engagement will

- in consultation with the Assistant Vice President for Alumni and Constituent Engagement, determine professional priorities based on overall organizational goals;
- establish departmental goals and direction, and assume responsibility for their successful completion;
- in partnership with the Assistant Vice President, oversee multiple aspects of university-wide alumni relations programs and communications for 120,000+ alumni, assuming leadership for staff and budget administration for the alumni engagement unit;
- collaborate on the initiative, building, maintenance, and measurement of the effectiveness of a forward-thinking, integrative global alumni relations program;
- establish priorities and develop project plans and schedules, revising priorities and plans as appropriate;
- ensure adherence to deadlines and budget, and interpret and clarify policies, procedures, and regulations to ensure consistent administration and compliance;
- gather information, identify gaps, develop decision criteria, establish implementation plans, and execute plans;
- work with the Assistant Vice President to develop strategic plans and respond to complex or high-impact problems or opportunities for the alumni engagement unit;
- collaborate on the definition of the relations between the alumni relations unit, school/college-based units, the university's Alumni Association Board and other volunteer leaders, the Board of Trustees, and other senior officers of the university through close interaction with their advancement staff and their deans;
- create project teams and delegate appropriate responsibilities to maximize departmental effectiveness;
- supervise a professional team, including hiring, coaching, and professional development guidance;
- supervise team progress and hold the team accountable toward fulfillment of goals;
- conduct performance appraisals and make recommendations for salary increases and promotions while functioning as a team leader—coaching, developing, and motivating peers;

- serve as an active member of University Advancement’s leadership and collaborate with colleagues to achieve division-wide goals;
- serve as a lead for many alumni relations business functions in the Office of Alumni Engagement, including long- and short-term planning, program development, metrics and assessment, and supervision of the alumni engagement directors and their teams;
- collaborate as needed with the Assistant Vice President and other members of the Alumni and Constituent Engagement leadership team, as well as schools and colleges advancement leadership, in developing and planning of programs;
- develop and maintain connections and collaborations between the central alumni relations program and those sponsored by the university’s schools and colleges;
- develop and maintain a strong partnership with Advancement Communications;
- work with other partners across the university, such as career services, admission, student affairs, and athletics to develop opportunities for alumni to support and engage;
- represent CMU, University Advancement, Alumni and Constituent Engagement, and 120,000+ alumni to other university offices, constituencies, and individuals including Homecoming Weekend, Spring Carnival, regional and campus events, presidential functions, and other university sponsored events and programs; and
- work with the team to develop meaningful involvement and training opportunities for volunteers.

## LEADERSHIP

### **Scott Mory**

#### **Vice President for University Advancement**

Scott Mory is Carnegie Mellon University’s Vice President for University Advancement. He is responsible for overseeing the university’s overall advancement efforts and for building partnerships with all of CMU’s philanthropic and volunteer communities, including university alumni, parents and friends; charitable foundations; and corporate donors.

Appointed in 2015, Mory works closely with administrative and academic leadership to develop advancement plans and resources to fulfill the university’s potential and support its continued ascent. Under his leadership, in October 2019 the university launched its most ambitious philanthropic campaign to date—[\*Make Possible: The Campaign for Carnegie Mellon University\*](#). Thus far, more than 55,000 supporters have supported the campaign, committing \$1.85 billion of its \$2 billion goal. Among the impacts these supporters have had include the creation of 50 new endowed faculty chairs, including 4 endowed deanships; more than 300 new endowed scholarships and fellowships; and new world-class facilities like the Tepper Quad and ANSYS Hall, as well as new planned facilities for science and for health, wellness and athletics.

In the Pittsburgh community, Mory is a member of the Andy Warhol Museum Advisory Board and the AHN Cancer Institute Advisory Council.

Prior to joining CMU, Mory served as Associate Senior Vice President and Campaign Director at the University of Southern California, managing the day-to-day activities of the Campaign for USC, a historic effort to raise \$6 billion. He joined USC in 2007 as Associate Senior Vice President for Alumni Relations, a position he held until his promotion to campaign director in 2012. Prior to USC, Mory served as Assistant Vice President for Alumni Relations and Annual Giving at George Washington University. He also was an adjunct professor in the university’s law school, teaching a first-year course on legal research, writing and oral advocacy.

Scott holds a bachelor's degree from the George Washington University and a juris doctor from the George Washington University Law School. Following law school, he clerked for the Hon. John Garrett Penn of the U.S. District Court for the District of Columbia and practiced as a litigation associate at the New York office of Cahill Gordon & Reindel LLP.

### **Teresa Violi Trombetta**

#### **Assistant Vice President, Alumni and Constituent Engagement**

Teresa Violi Trombetta is the leader of Carnegie Mellon University's alumni association. As Assistant Vice President for Alumni and Constituent Engagement, she is responsible for the direction and vision of engaging the university's community of 120,000+ alumni. With more than fifteen years working in higher education, Teresa also oversees the university's events and donor engagement efforts. In this capacity, she is responsible for student, alumni, and donor programs ranging from commencement ceremonies to CMU at the Tony Awards. Teresa is an expert in change management and team building, having led multiple structural reorganizations. She is also practiced in the development and engagement of volunteers, currently overseeing Carnegie Mellon's Alumni Association and Andrew Carnegie Society Boards. Additionally, Teresa serves as the Division of University Advancement's Diversity, Equity, and Inclusion lead.

Previously, Teresa worked in development and events at Pittsburgh Opera and maintains her passion for the arts. She holds a master's degree in public management from Carnegie Mellon University Heinz College of Information Systems and Public Policy and a bachelor's degree in international relations from Bethany College. This fall she will be the course instructor for CMU's Dietrich College of Humanities and Social Sciences' Leadership Development Seminar.

## **PREFERRED COMPETENCIES AND QUALIFICATIONS**

The Executive Director of Alumni and Constituent Engagement will be an entrepreneurial and enthusiastic leader with exemplary interpersonal and communication skills, and a deep understanding of and a passion for the mission of Carnegie Mellon University—to create a transformative educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication, and interpersonal skills; and personal health and well-being. The Executive Director will have demonstrated a strong commitment to diversity and inclusion both in developing their own staff and in the implementation of programs and services. The Executive Director will possess the competencies and qualifications necessary to lead a team in the creation and introduction of new ideas and incremental changes, balanced by a respect for the traditions of Carnegie Mellon University.

Furthermore, Carnegie Mellon University seeks an Executive Director of Alumni and Constituent Engagement with

- management experience at or equal to the department head level;
- experience in volunteer training and management, program analysis, and development;
- experience in the development of success metrics in alumni relations;
- expressed cultural appreciation and sensitivity in interacting with a diverse alumni population both domestically and internationally as well as a commitment to diversity and inclusion in the workplace;
- an ability to relate well to, and understand the needs and interests of the alumni community to strengthen their engagement with the university;
- excellent leadership and management skills with a variety of staff at different levels of development and experience as well as with alumni volunteers, programs, and budgets;

- excellent written and oral communications skills, problem-solving and reasoning skills, and an ability to communicate professional views and skills to colleagues and volunteers;
- an ability to initiate, follow-through, analyze, monitor, and evaluate programming;
- superb interpersonal skills including the ability to develop excellent working relationships that involve senior university leaders, faculty, trustees, the alumni association, and other volunteers of widely differing backgrounds;
- an ability to forge partnerships with colleagues across campus, particularly with alumni relations officers in the schools and colleges;
- an ability to work under pressure, to meet deadlines, and manage multiple priorities;
- an ability to conceptualize at high levels, to lead staff and teams, and to work independently; and
- a high degree of self-confidence and creativity at both the strategic and tactical level.

A bachelor's degree is required for this position as is at least eight years of experience in alumni relations or a comparable field.

### SALARY AND BENEFITS

Carnegie Mellon University offers a competitive salary and a wide variety of benefits and programs designed to meet the needs of its faculty and staff members. From its health and welfare plan offerings to tuition benefits and competitive retirement plans, CMU is committed to providing benefits that support its staff through every stage of their career at CMU. For a listing of employee benefits, please visit [Benefits at a Glance](#).

### LOCATION

CMU is based in the vibrant city of Pittsburgh, Pennsylvania, consistently ranked among the most livable cities in the U.S. Pittsburgh continues to place high on many “best of” lists, ranking among the top 25 college towns in the U.S., top 5 cities for millennials, and an attractive location for home buyers and food lovers. Situated at the intersection of three rivers, with mountains and lakes nearby, Pittsburgh provides rich access to outdoor activities, a lively cultural landscape, an active professional sports scene (as the #1 football city in the U.S.), diverse and historic neighborhoods, and affordable housing.

### APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Carnegie Mellon University and the position of Executive Director of Alumni and Constituent Engagement.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

***Carnegie Mellon University is an Equal Opportunity Employer/Disability/Veteran.***

*To apply for this position, visit:*

[\*Executive Director of Alumni and Constituent Engagement, Carnegie Mellon University.\*](#)

*To nominate a candidate, please contact Gregory Leet:*

[\*gregoryleet@aspenleadershipgroup.com.\*](mailto:gregoryleet@aspenleadershipgroup.com)

*All inquiries will be held in confidence.*