



ASSISTANT VICE PRESIDENT OF ALUMNI RELATIONS

TEXAS STATE UNIVERSITY

San Marcos, Texas



The Aspen Leadership Group is proud to partner with Texas State University in the search for an Assistant Vice President of Alumni Relations.

The Assistant Vice President of Alumni Relations will provide both operational and programmatic support to University Advancement. The Assistant Vice President will be responsible for the strategic design, development, and implementation of programming and communications that provide a foundation for University Advancement to achieve its goals in alumni engagement and fundraising for the university. The Assistant Vice President will play a key role in identifying, evaluating, and implementing the necessary technology infrastructure needed to align with the strategies, resources, and priorities of University Advancement. In addition to providing oversight to the Alumni Relations daily operations, the Assistant Vice President will oversee the university's outreach to alumni and manage the financial and human resources functions within Alumni Relations to create and sustain a customer service oriented and donor centric operation while implementing best practices regarding personnel recruitment, retention, and professional development.

The Assistant Vice President will oversee the design and production of timely, accurate, and comprehensive financial and analytical reports, board reports, and benchmarking to inform decision making within Alumni Affairs and University Advancement. In addition, the Assistant Vice President will be responsible for strategic planning and reporting, and validating the accuracy of reporting to the Vice President of University Advancement.

The Assistant Vice President will serve as the Executive Director of the Texas State University Alumni Association and work closely with the Alumni Association board to manage performance and to ensure that the Alumni Association meets its goals in a timely and fiscally responsible manner. The Assistant Vice President will work in close collaboration with the Vice President of University Advancement regarding accounting procedures, management of endowment funds, and financial reporting related to the Alumni Association.

Texas State University is a doctoral-granting, student-centered institution dedicated to excellence and innovation in teaching, research including creative expression, and service. The university strives to create new knowledge, to embrace a diversity of people and ideas, to foster cultural and economic development, and to prepare its graduates to participate fully and freely as citizens of Texas, the nation, and the world. Texas State's nearly 38,000 students choose from 99 bachelor's, 91 master's, and 14 doctoral degree programs offered by the following colleges: Applied Arts, McCoy College of Business, Education, Fine Arts and Communication, Health Professions, Liberal Arts, Science and Engineering, University College, and The Graduate College. The university also has an Honors College.

As a national research university with a Carnegie classification of Doctoral University: High Research Activity, Texas State is committed to world-class research and scholarly activities that span all disciplines, create new knowledge, and promote economic, cultural, and technological advancement to address real-world issues. Based on FY19 levels, Texas State is in the top 20% nationally in total research and development expenditures and is on a trajectory to become a Tier One research university.

While students and faculty come from across the U.S. and around the globe, more than 90% of students come from Texas and the student body demographics mirror the state of Texas. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 13th in the nation for total bachelor's degrees awarded to Hispanic students. The university's more than 215,000 alumni are a driving force of change, service, and innovation in their communities, across Texas, and throughout the world. From the students who matriculate and acquire tools to create and better their futures, to the world-class research community who solve real-world problems, and thousands of others who partner with the university to accomplish amazing things, Texas State's impact is far-reaching.

REPORTING RELATIONSHIPS

The Assistant Vice President of Alumni Relations will report to the Vice President of University Advancement, Dr. Barbara Breier and work closely with the Executive Leadership Team to provide strategic leadership for the university's alumni infrastructure. The Assistant Vice President will also serve on the University Advancement Executive Council and other committees as needed.

FROM THE VICE PRESIDENT OF UNIVERSITY ADVANCEMENT

Texas State University is a highly collaborative university engaged in a very important and significant fund-raising campaign with the goal of elevating the university in the public's perception as a national research university. The Alumni Relations office plays an integral role in helping connect our more than 215,000 alumni to the many students, faculty, and research opportunities happening on our campuses. The Assistant Vice President will provide key leadership across our campuses to increase alumni engagement, develop and implement new programs to meet the needs of the rapidly growing alumni base, and support the work of the Alumni Association.

We are seeking a team-oriented, high-energy alumni professional who understands the importance of connecting, supporting, and engaging with our many different alumni groups. The Assistant Vice President will be part of the Senior Leadership Team within University Advancement and support the continued success of the "NEXT IS NOW" capital campaign throughout the university. The Senior Leadership Team is comprised of individuals that have worked together for approximately five years and support a shared vision of professionalism and excellence.

We offer an environment that honors diversity and inclusion, supports professional growth and development, and provides an opportunity to demonstrate creativity and innovation within the organizational environment. As a bonus, the San Marcos campus is known as the "most beautiful campus" in Texas and enjoys the advantages of a rural setting located within easy commuting distance of the rapidly growing Innovation Corridor between Austin and San Antonio.

– Dr. Barbara Breier, Vice President of University Advancement

TEXAS STATE UNIVERSITY'S COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, ACCESS, AND BELONGING

Texas State's strength is in the diversity of its students, faculty, staff, and alumni. The demographics of the student body mirror that of the state of Texas, giving the university a unique opportunity to support and build a community that is accessible, equitable, and inclusive for all. Diversity, equity, inclusion, access, and belonging are mutually reinforcing pillars of the university's mission to achieve academic excellence and prepare graduates for the world. Texas State has relied on input from the diverse university community of students, alumni, faculty, and staff to implement initiatives that enhance DEIA across its campuses.

While there is still work to do, Texas State has chosen bold action to support diversity and build inclusion. Highlights from recent DEIA initiatives and progress include elevation of the position of Chief Diversity Officer to a vice president; establishment of an institutional-level unit, Institutional Inclusive Excellence; establishment of the TXST Monarch Center for Immigrant Students; establishment of the LBGTQIA+ Advisory and Resource Network; introduction of a Toolkit and Best Practices for Inclusive Excellence in Faculty Hiring and Retention; introduction of the Staff Diversity Hiring Toolkit to guide hiring managers and search committees; implementation of a new required training course, *Diversity and Inclusion Training for Faculty Searches*; convening of the Department of Athletics' Committee on Racial Equality; and launch of the Life Anew Restorative Justice Process to engage the university community in dialogue sessions focused on racial injustice and restorative justice.

PRIMARY RESPONSIBILITIES

The Assistant Vice President of Alumni Relations will

- ensure that the financial management and reporting of all funds and the finances of the Alumni Association are managed according to standard accepted accounting principles, university policies, and adhere to the industry's reporting criteria as defined by CASE standards;
- ensure adequate controls are installed and that substantiating documentation is approved and available such that all financial transactions may pass independent and university audits;
- provide leadership and management of department resources and personnel in compliance with university policies and procedures, to support growth in communications, alumni engagement, and fundraising;
- be responsible for all reporting for the Alumni Relations Office and the Alumni Association to the various external agencies related to the financial management of the philanthropic funds including the Voluntary Support of Education (VSE) Report, the Texas State University System Knowledge Performance Indicators, Strategic Planning, and other reports as needed; and
- support the university's mission and the vision of University Advancement through strategic planning, performance management, and adherence to the university policies and procedures.

UNIVERSITY ADVANCEMENT LEADERSHIP

Dr. Barbara Breier

Vice President of University Advancement

Executive Director, Texas State University Development Foundation

Dr. Breier, who has more than 30 years of experience in higher education advancement, became Vice President of University Advancement and Executive Director of the Texas State University Development Foundation in 2011. Highlights of her accomplishments at Texas State include her leadership in closing the institution's *Pride in Action* campaign which raised \$152 million, exceeding the goal by \$42 million; establishing an endowment compliance program which has significantly increased utilization of available endowment funds from 64 percent in fiscal year 2013 to 95 percent in fiscal year 2017; and developing the foundation's first strategic plan to help drive and fund the university's next campaign. Through these efforts and others, Dr. Breier has helped grow the university endowment fund from \$124 million in fiscal year 2012 to \$300 million in fiscal year 2020.

Before joining Texas State, Dr. Breier served in senior leadership roles including Senior Vice President of Development and Marketing at the Hispanic Scholarship Fund, nine years as the Executive Director of Development for the University of Texas System, and several years at the University of Texas Medical Branch in Galveston. Before beginning her development career, she was an Assistant Professor of Education at William Jewell College, the Coordinator of Field Experiences for the teacher education program at the University of Kansas, and the Director of Planning at Cameron University.

PREFERRED COMPETENCIES AND QUALIFICATIONS

Texas State University seeks an Assistant Vice President of Alumni Relations with financial management experience including budget responsibility of an organization similar in scope and size; experience with the strategic planning and analysis needed to inform organizational decision making; experience supervising staff and teams; experience with alumni programs at a four-year college or university; experience with successful events and project management; and knowledge of Blackbaud Raiser's Edge or similar CRM database systems (preferred). A bachelor's degree is required for this position.

SALARY AND BENEFITS

Texas State University offers a competitive salary and [benefits package](#).

LOCATION

Texas State University's San Marcos Campus is located in the southern portion of the Austin Metropolitan Statistical Area (MSA) in a growing community of more than 60,000 people. Nestled in the Texas Hill Country, the campus enjoys a beautiful setting along the banks of the San Marcos River that provides recreational activities throughout the year. There is also music and the arts, a historic town square, shopping, plenty of restaurants, and a variety of annual events. The Round Rock Campus is located north of Austin and is a hub for health professions programs, and provides upper-level courses leading to bachelor's degrees, masters degrees and certificate completion

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Texas State University as well as the responsibilities and qualifications presented in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Assistant Vice President of Alumni Relations, Texas State University.](#)

To nominate a candidate, please contact Don Hasseltine, donhasseltine@aspenleadershipgroup.com or Felicia Garcia-Hartstein, feliciagh@aspenleadershipgroup.com.

All inquiries will be held in confidence.