



EXECUTIVE DIRECTOR FOR ALUMNI ENGAGEMENT
CARNEGIE MELLON UNIVERSITY
Pittsburgh, Pennsylvania
[Carnegie Mellon University](#)

Carnegie Mellon University

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

Carnegie Mellon University (CMU) seeks an experienced and dynamic leader for its alumni relations team, responsible for creating opportunities for alumni to engage and connect to one of the world's great universities. The Executive Director for Alumni Engagement will set strategy and provide leadership and advocacy for the alumni relations program and the CMU Alumni Association, while serving as a thought leader for alumni relations efforts in the colleges and schools of CMU.

The Executive Director reports to the Associate Vice President for Alumni and Constituent Engagement. The Executive Director serves as a member of the unit's leadership team and works actively with colleagues across all areas of advancement, including alumni relations officers in the schools and colleges, and with alumni volunteers around the world to strengthen and manage alumni engagement at CMU. The incumbent will become part of a team of colleagues dedicated to a collaborative, collegial and integrated approach to alumni engagement. They will be a creative leader and highly skilled manager with the ability and experience necessary to act as the second in command for alumni engagement.

The primary responsibility will be to partner with the Associate Vice President on developing a comprehensive and compelling alumni relations program for Carnegie Mellon University's more than 100,000 alumni, building their lifelong engagement with the university, and engaging with them at their points of interest—professionally, intellectually, and personally. The Executive Director will supervise unit directors overseeing innovative and dynamic alumni programs—including alumni networks, volunteer management, young alumni, and student engagement, as well as expanding activities to build a culture of philanthropy among CMU graduates. They will play a key role in building a robust annual reunion program as well as expanding activities to build a culture of philanthropy among CMU graduates. The Executive Director will direct daily operations of the alumni relations office and lead a team of approximately 17 staff members and coordinate alumni relations efforts with the school and colleges.

The ideal candidate will be entrepreneurial and enthusiastic with demonstrated exemplary interpersonal and communication skills, and a deep understanding of and a passion for the mission and goals of a research university. They 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 be responsible for leading a team in creating and introducing new ideas and incremental changes, balanced by a respect for the traditions of Carnegie Mellon.

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, disciplines in which 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 Award and Oscar winners, from Wall Street investors to Silicon Valley entrepreneurs and from world-renowned educators to pioneering researchers.

Carnegie Mellon is ranked 24th among global research universities, according to the *Times Higher Education World University* rankings. For more than a decade, CMU has been in the top 25 in the *U.S. News and World Report* 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 and Qatar, and graduate degree-granting locations in Los Angeles, New York City, Washington, D.C., Australia, Portugal, and Rwanda, 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.

President Jahanian is committed to the success of the University Advancement division. In October 2019, he announced CMU's current \$2 billion fundraising campaign, ending in 2024; more than half the goal has already been secured. The Vice President for University Advancement is Scott Mory, who has been with the university since 2015. He has significantly reorganized the Advancement division, leading it to achieve the strongest annual fundraising results in the university's history.

REPORTING RELATIONSHIPS

The Executive Director for Alumni Engagement will report to the Associate Vice President for Alumni and Constituent Engagement and will be a member of the unit's leadership team.

PRINCIPAL OPPORTUNITIES

The Executive Director for Alumni Engagement, working in close partnership with the Associate Vice President for Alumni and Constituent Engagement, will direct and set the agenda for alumni relations programs for CMU's 100,000+ alumni around the world. This position is a highly visible leadership role that connects with all parts of the university in creating new opportunities for alumni to connect with the university. The Executive Director will be an integral part of a strong and energized University Advancement team that is setting institutional records for fundraising success.

As one of the top 25 undergraduate institutions in the U.S., 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.

PRIMARY RESPONSIBILITIES

The Executive Director for Alumni Engagement will

- serve as an active member of University Advancement's leadership and collaborate with colleagues to achieve division-wide goals;
- serve as the primary lead to all 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 Associate Vice President in developing and planning with the unit directors and other colleagues including those in the schools and colleges;
- develop and maintain connections and collaborations between the central alumni relations program and those sponsored by the university's schools and colleges;
- 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 with CMU;
- incorporate new initiatives into office workflow as needed, while evaluating and assessing priorities within existing programs;
- track adherence to and progress against the unit's strategic plan;
- represent CMU and the Advancement Division and the alumni engagement unit, and 100,000+ alumni, to other university offices, constituencies, and individuals that have significant interest in the university and that are engaged with CMU's activities, including but not limited to Homecoming Weekend, Spring Carnival, regional and campus events, presidential functions, and other university sponsored events and programs;
- assume responsibility for multiple aspects of university-wide alumni relations programs and communications for 100,000+ alumni;
- work with directors to develop meaningful involvement and training opportunities for volunteers;
- 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, revise priorities and plans as appropriate; create project teams and delegate appropriate responsibilities to maximize departmental effectiveness;
- supervise professional and support staff, including hiring, coaching, and professional development guidance, conduct performance appraisals, and make recommendations for salary increases and promotions, as well as function as a team leader and coaches, developing and motivating peers;
- supervise team progress and hold the team accountable toward fulfillment of goals; ensure adherence to deadlines and budget;
- interpret and clarify policies, procedures, and regulations to ensure consistent administration and compliance;
- work with the Associate Vice President to develop strategic plans and responds to complex or high-impact problems or opportunities for the alumni engagement unit; and
- collaborate on the definition of the relations between the alumni relations unit and school/college-based units through close interaction with their alumni relations staff and their deans including the university's alumni association board and other volunteer leaders, the board of trustees, and other senior officers of the university.

UNIVERSITY ADVANCEMENT LEADERSHIP



Scott Mory

Vice President for University Advancement

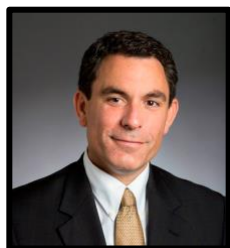
Scott Mory is Carnegie Mellon University's Vice President for University Advancement. He is responsible for overseeing the university's overall advancement efforts and for building partnerships with all of CMU's philanthropic and volunteer communities, including university alumni, parents and friends;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

Appointed in 2015, Scott works closely with administrative and academic leadership to develop advancement plans and resources to fulfill the university's potential and to support its continued ascent. He also leads the Advancement Committee of the Board of Trustees. One of his initial accomplishments was creating a framework of chief development officers in each college.

Prior to joining CMU, Scott 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, Scott 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 Doctor of Jurisprudence from the George Washington University Law School.



Matt Weinstein

Associate Vice President, Alumni and Constituent Development

Matt Weinstein is the Associate Vice President for Alumni and Constituent Engagement at Carnegie Mellon University. He is responsible for leading a comprehensive team of alumni relations professionals, who together oversee all operations of the CMU Alumni Association and advance CMU's mission by developing and implementing programs, events and services to engage the diverse Tartan family of alumni, parents, and friends. Matt also works closely with the CMU Alumni Association Board, a group of dedicated volunteers whose mission is to help develop and strengthen programs that connect alumni to CMU and to each other. In addition, Matt leads the constituent development team, who are responsible for developing and executing fundraising strategies for leadership annual fund donors.

Matt has over 20 years of advancement experience in higher education including being a member of the advancement management team at CMU since 2015. He was most recently the Associate Vice President of College Development and University Initiatives. Before joining CMU, he spent 12 years at the University of Pittsburgh holding numerous positions within institutional advancement including being the Senior Executive Director of Development and Alumni Relations for the Swanson School of Engineering, leading a comprehensive external relations team and helping Pitt successfully complete its \$2-billion-campaign. Matt earned his Ph.D. in Political Science at the University of Pittsburgh and has degrees from Lehigh University, Clark University, and the London School of Economics.

CMU ALUMNI ASSOCIATION



Alex DiClaudio (DC 2009, HNZ 2011)

CMU Alumni Association Board President (2018-2020)

Alex DiClaudio is President of the CMU Alumni Association Board, providing leadership and support for all aspects of CMU's alumni relations program. He also serves as an ex-officio member of the University's Board of Trustees. A double degree holder from Carnegie Mellon, he is a film, television, and theater producer, freelance project management and pitch consultant, and President and CEO of tech startup HiUp USA, a global app that connects job seekers in the skilled labor market with jobs and training. Alex has a passion for telling new stories well. In addition to leading the U.S. rollout of the global app HiUp, he partners with a number of talented storytellers in multiple media to create, develop and produce content. As a student he was President of CMU's renowned Scotch'n'Soda Theatre. Alex earned a bachelor's degree in economics from the Dietrich College of Humanities and Social Sciences and a Master of Arts Management from the Heinz College of Information Systems and Public Policy, as well as studying at the London School of Economics.



Chris Stengel (SCS 1993, TPR 2000)

CMU Alumni Association Board President-Elect 2020-2022

Chris Stengel joined the CMU Alumni Association in 2013 and is president-elect. He graduated with a BS in Computer Science in 1993 and returned after 5 years as a technology and process consultant with Accenture to obtain his MSIA (MBA) from Tepper in 2000. He is currently the director of technology for the Mt. Lebanon School District in the South Hills of Pittsburgh. While he was an undergraduate, Chris was an active member of the Student Dormitory Council (SDC) spending all 4 years residing on campus and representing CMU at the National Association of College and University Residence Halls, where he eventually served as the director of the Central Atlantic Region during his senior year. Chris has remained involved with Sweepstakes/Buggy since his undergraduate days and was one of the founding members of the Buggy Alumni Association alumni interest network.

PREFERRED QUALIFICATIONS

Carnegie Mellon University seeks an Executive Director for Alumni Engagement with

- demonstrated management experience;
- experience in volunteer training and management, program analysis, and development;
- a demonstrated ability to relate well to, and understand the needs and interests of the alumni community to strengthen their engagement with the university;
- excellent leadership skills 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 teach professional views and skills to colleagues and volunteers;
- experience in the development of success metrics in alumni relations;
- an ability to initiate, follow through, analyze, monitor, and evaluate programming;
- superb interpersonal skills;
- an ability to develop excellent working relationships that involve senior university leaders, faculty, trustees, the alumni association and other volunteers of widely differing backgrounds in alumni programs;

- an ability to forge partnerships with colleagues across campus, particularly with alumni relations officers in the schools and colleges;
- expressed cultural appreciation and sensitivity in interacting with a diverse alumni population both domestically and internationally; and
- demonstrated commitment to diversity and inclusion in the workplace.

A bachelor's degree is required for this position, as is 7 to 10 years of experience, preferably within alumni relations. The Executive Director for Alumni Engagement will be required to travel to remote locations, including international sites, and must maintain a valid passport and possess and maintain a valid driver's license and successfully complete a driver's license verification on an annual basis. A standard background check is required. Evening and weekend work will be required.

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.

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.

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 five 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 and culinary landscape, an active professional sports scene (ranked as #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 for Alumni Engagement.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Executive Director for Alumni Engagement, Carnegie Mellon University.](#)

To nominate a candidate, please contact Tim Child:

[timchild@aspenleadershipgroup.com.](mailto:timchild@aspenleadershipgroup.com)

Carnegie Mellon University is an Equal Opportunity Employer/Disability/Veteran and offers a diverse environment with a flexible benefits package, including a generous retirement plan, tuition remission, and paid time off policy, as well as many professional development, health and wellness opportunities.

All inquiries will be held in confidence.