

# ASPEN • LEADERSHIP • GROUP

**DIRECTOR OF ALUMNI RELATIONS**  
**UNIVERSITY OF CALIFORNIA, LOS ANGELES SCHOOL OF LAW**  
Los Angeles, California  
<http://law.ucla.edu>

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## UCLA LAW

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The Aspen Leadership Group is proud to partner with the University of California, Los Angeles School of Law in the search for a Director of Alumni Relations.

Under the direction of the Associate Dean of External Affairs, the Director of Alumni Relations is responsible for developing and nurturing mutually supportive relationships between the School and its alumni. The incumbent seeks to ensure that the interests of both are clearly and positively articulated and become the basis for creating alumni events/activities/services and that the School offers meaningful opportunities for active alumni participation. This position requires the highest level of judgment in developing programs that will result in strengthened bonds between alumni and the School of Law. Development of an annual plan and monthly metrics to develop engagement strategies for individual alumni and the constituency as a whole are critical to the success of alumni outreach efforts.

Founded in 1949, UCLA School of Law has garnered a reputation for artful teaching, influential scholarship and enduring innovation. As the first public law school in Southern California and the youngest top-ranked law school in the United States, UCLA Law has consistently pushed new boundaries in the study and practice of law. Over the decades, UCLA Law has developed a depth and breadth of academic offerings unsurpassed by any other law school in the nation. Its Epstein Program in Public Interest Law and Policy is among the strongest public interest law programs in the country. It is one of four among the top 20 law schools with a specialization in Business Law and Policy – and the only one to offer a specialization in Critical Race Studies.

UCLA Law's faculty also has emerged as one of the most influential nationwide. Its professors are leading scholars in areas including bankruptcy, corporate law, constitutional law, critical race theory, entertainment law, environmental law, intellectual property, and tax law.

The UCLA Law alumni community is more than 15,000 strong and extends around the world. Alumni live and practice in virtually every state, the District of Columbia, multiple U.S. territories and more than 50 foreign nations. These graduates excel in their chosen fields, from private practice to business to government to public interest and beyond. UCLA Law has a long tradition of distinction on the bench, with more than 320 alumni who are serving, or have served, on courts throughout the country. Six UCLA Law alumni are now judges on the U.S. Court of Appeals for the Ninth Circuit – the largest number of graduates from any single law school who are serving on the court.

## **REPORTING RELATIONSHIPS**

The Director of Alumni Relations reports to the Associate Dean of External Affairs at the UCLA School of Law.

## **THE UCLA CENTENNIAL CAMPAIGN**

In 2019, UCLA will reach its centennial. To celebrate the momentous accomplishments of its first century – and imagine what's possible in the next – the University and its schools are embarking on a five-year, multi-billion dollar campaign. Inside everyone there is the desire to learn, to understand, to make an impact in the world within one's lifetime.

UCLA is that force for change on the world – inspiring, training, and investing in the next generation of thought leaders and innovators in the field of law. UCLA Law is transforming the way society thinks about legal policy and practice by shaping the debates of today and tomorrow. Since its founding, UCLA Law has relentlessly focused on building a legacy rooted in a tradition of unparalleled access, excellence, innovation and service. Preserving this legacy is a responsibility that all of UCLA Law shares and that lies at the heart of the School's new Centennial Campaign – one focused on keeping critical momentum building and ensuring that all generations benefit from the same long-held traditions that are uniquely and distinctly UCLA Law.

## **PRIMARY RESPONSIBILITIES**

The Director of Alumni Relations will:

- identify and strategically design a comprehensive program with a coordinated advancement strategy to increase engagement and participation from alumni, donors, and friends and create a greater affinity to the UCLA School of Law and to each other;
- focus on integrating alumni engagement and annual giving strategies and related communications, marketing, and stewardship into a cohesive department-wide advancement strategy;
- provide in-depth analysis of existing programs and develop a comprehensive and measurable strategy for building engagement and a sustainable culture of philanthropy among students, alumni, parents, faculty, staff, and friends of the UCLA School of Law;
- direct the process of creating/revising reports to measure the success of all integrated engagement and donor activities;
- oversee the development and implementation of short and long-range plans that strategically integrate and leverage alumni relations activities and on-campus events in order to increase alumni engagement and donor participation and retention in a campaign environment;
- find exciting new and innovative ways to advance alumni engagement programming to create an active pipeline of volunteers and donors;
- focus on moving alumni and friends along an engagement continuum;
- develop and oversee a modern, cutting edge alumni communications strategy;
- actively manage leadership level volunteers and cultivate prospects;
- oversee the overall operations of the units reporting to this position;
- design, implement, and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives including the recruitment, employment, training, supervision, and evaluation of alumni relations staff;
- ensure cohesive and consistent messaging in all alumni engagement publications, solicitations, invitations, and other communication tools; and
- serve as an active spokesperson at key meetings and events and serve as one of the public faces of UCLA School of Law alumni relations.

## KEY COLLEAGUES



**Jennifer L. Mnookin**

**Dean, David G. Price and Dallas P. Price Professor of Law**

**Faculty Co-Director, PULSE@UCLA Law**

Jennifer L. Mnookin, David G. Price and Dallas P. Price Professor of Law, assumed the role of Dean at UCLA School of Law in August 2015. A leading evidence scholar and a member of the UCLA Law faculty since 2005, Dean Mnookin previously served as Vice Dean for Faculty and Research from 2007 to 2009, and Vice Dean for Faculty Recruitment and Intellectual Life in 2012-13.

Dean Mnookin's teaching focuses on evidence law and torts, as well as more specialized courses in expert and scientific evidence, wrongful convictions, and law and popular culture. She is a co-author of two well-regarded treatises, *The New Wigmore, A Treatise on Evidence: Expert Evidence* and *Modern Scientific Evidence: The Law and Science of Expert Testimony*. She has published extensively on issues relating to forensic science, including latent fingerprint identification, handwriting expertise, and DNA evidence, and has advocated for the need for a "research culture" in these areas. Dean Mnookin is also known for her scholarship on expert evidence more generally, as well as evidence theory, the Confrontation Clause, and visual and photographic evidence.

Dean Mnookin is currently a member of the National Academy of Sciences' Committee.

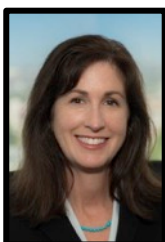


**Lindsey Williams**

**Associate Dean of External Affairs, UCLA School of Law**

Lindsey Williams joined the UCLA School of Law executive team in December 2012 as Associate Dean of External Affairs. Lindsey leads a dynamic team of development, , events, and alumni relations experts. She has specific responsibilities as a direct liaison to the Board of Advisors and the development of strategies that play a critical role in securing funding for the School of Law's greatest needs in the Centennial Campaign. Those needs include scholarships, faculty Chairs and professorships, program and curriculum support, resources to enhance the student experience, upgrading and maintaining technology innovation, as well as capital improvement needs that impact this great law school.

With seventeen years of higher education fundraising experience and a strong track record of success, Lindsey came from the University of Miami, where she served as the Executive Director for Principal Gifts and School Based Programs, Associate Athletic Director and Director of Development for the College of Engineering. Lindsey's external affairs experience includes development positions as a Major Gifts Director at Seton Hall University and as Associate Director of Annual Giving at Northwestern University. She is a graduate of The Ohio State University.



**Laura Parker**

**Associate Vice Chancellor, UCLA Development**

Laura Lavado Parker has been with UCLA External Affairs for more than twenty years. She currently serves as Associate Vice Chancellor, UCLA Development. In this capacity, Laura oversees many fundraising programs on-campus including UCLA Professional Schools, UCLA College of Letters & Science, Campuswide Initiatives, Individual and Regional Giving, Donor Engagement and Scholarships & Student Support Initiatives. She also works closely with her counterpart Associate Vice Chancellor Kat Carrico, who oversees fundraising for UCLA Health Sciences.

Prior to her current position, Laura served as the Assistant Vice Chancellor of Development for UCLA Professional Schools. She served as Associate Dean, External Affairs at UCLA School of Law for more than six years and Assistant Dean of the School of the Arts and Architecture for twelve years. Earlier in her career, Laura served as Executive Director of Corporate Development for The Music Center of Los Angeles County and worked in Harvard University's development office.

### **CANDIDATE QUALIFICATIONS AND QUALITIES**

The ideal candidate for the position of Director of Alumni Relations will have

- ability to work evenings and weekends for development and alumni events;
- advanced ability to supervise support staff, students and volunteers including organizing work flow, training, work review, and delegating responsibility;
- excellent organizational skills to implement the logistical requirements of events and programs, including materials, information, and people in a systematic way to optimize efficiency;
- expert knowledge of the principles and practices of development and fund-raising;
- advanced skill in keeping financial records, performing simple financial analyses, preparing and monitoring event budgets, reconciling expenses, projecting expense trends, preparing budget reports;
- advanced skill in negotiating and exchanging ideas, information and opinions with others to formulate solutions or to arrive jointly at decisions;
- superior public relations skills, including outstanding interpersonal skills and the ability to interact effectively with faculty, alumni, students, senior level administrators, staff, campus department personnel, and the public using tact and diplomacy;
- advanced analytical skill in recognizing potential problems, situations or procedures sufficient to define the problem(s), identify relevant factors, synthesize information, recognize alternatives, and present viable solutions;
- expert skill in working effectively and interacting diplomatically under time pressures, frequent interruptions and distractions in a fast-paced environment and stressful circumstances;
- a positive attitude, commonsense, poise, and adaptability;
- excellent interpersonal skills, demonstrated ability to work with the donors, alumni, students, administrators, and colleagues;
- skill in interacting diplomatically and discretely with the public in a public contact setting;
- excellent writing skills to compose logical and grammatically correct correspondence, minutes of meetings, news items for magazines and brochures, etc.;
- ability to exercise independent and sound judgment, and handle sensitive and confidential information with discretion;
- advanced ability to communicate effectively with individuals from diverse ethnic, socio-cultural, and economic backgrounds; and
- advanced computer proficiency in order to operate a personal computer and be able to use a variety of computer software in a Windows environment, such as Word, Excel, Access, Photoshop, etc.

A bachelor's degree or equivalent combination of education and experience is required for this position as is 5 to 7 years of experience in a role with progressively higher-level responsibilities.

### **SALARY & BENEFITS**

The University of California, Los Angeles offers a competitive benefits and compensation package.

### LOCATION

This position is located in Los Angeles, California.

### APPLICATION DEADLINE

Before sending your résumé for this position, please read it over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To nominate a candidate, contact Anne Johnson: [annejohnson@aspingleadershipgroup.com](mailto:annejohnson@aspingleadershipgroup.com).

*All inquiries will be held in confidence.*

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