

NOTICE OF VACANCY

Position Title: Director of Alumni Relations and University Development

SALARY: Dependent on Experience

REPORTS TO: Senior Vice President of External Affairs

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time; FLSA Exempt

HOURS: Monday-Friday; 8:00AM to 5:00PM, some nights and weekends

START DATE: Application review begins immediately and continues until the position is filled.

SUPERVISORY SKILLS: Will supervise all full-time staff within the areas of Alumni Relations and University Development.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Lead the strategic direction and operations of the Alumni Relations Office, including program development, volunteer relations, budget management, and personnel supervision.
- Manage all board of directors-related activities, including executive committee meetings, committee work, and quarterly board meetings. Maintain ongoing communication with board members and ensure compliance with legal requirements.
- Collaborate with other advancement units to ensure alignment and cohesion in advancing the university's goals. Serve as an active member of the advancement leadership team.
- Work with schools, departments, and academic support units to enhance alumni programming and identify synergies with fundraising and engagement efforts.
- Oversee all financial decisions of the Alumni Relations Office and the Association, including budget setting, monitoring, and financial audits.

- Serve as a primary institutional liaison to the USAO Alumni Association Board of Directors. Facilitate meetings, support committees, and foster strong relationships between the board and university leadership.
- Develop and implement a comprehensive alumni engagement program, setting goals, strategies, and priorities to support fundraising efforts and assess program impact.
- Oversee the USAO Alumni Association Scholarship Program and engage the alumni board in identifying opportunities to strengthen relationships between the university, alumni, students, and the community.
- Plan and execute alumni events and programs to increase engagement and participation, while supporting fundraising goals.
- Collaborate with academic units to support alumni relations efforts and maintain accurate alumni database records.
- Implement effective alumni communications strategies using various platforms, including email, social media, and web presence.
- Identify alumni with notable achievements to develop success narratives and connection opportunities in collaboration with campus colleagues.
- Supervise direct reports, including hiring, training, and performance management activities.
- Other duties as assigned.

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's degree required.
- Minimum of 5 years of experience in alumni relations, fundraising, or related field, preferably in higher education.

SKILLS & ABILITIES:

- Demonstrated leadership experience in managing alumni relations programs, board activities, and fundraising initiatives.
- Strong interpersonal, communication, and organizational skills.
- Ability to collaborate effectively with diverse stakeholders and work in a team-oriented environment.
- Experience with database management, budget oversight, and event planning.
- Ability to use discretion and confidentiality when dealing with donor and alumni information.
- Commitment to the mission and values of the University of Science & Arts of Oklahoma.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear.

- The employee frequently is required to sit and stand for periods of time. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.