



**Loyola
Marymount
University**

Boyden Executive Search Contact

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Position Summary

Reporting to the Vice President of Engagement, the Executive Director of Alumni and Family Engagement will drive strategic planning, oversee operations, and lead a high performing team committed to building meaningful long-term relationships with alumni and families, growing the volunteer and donor pipeline of highly engaged volunteers who actively support campus initiatives and programs that advance the University's mission.

The Executive Director works closely with colleagues in development, special events, advancement communication, and advancement services, to forge key partnerships across the University.

LMU believes that diversity and excellence go hand-in-hand, therefore we seek to hire individuals who have a significant potential for cultural contribution in the workplace and a commitment to working effectively with colleagues and donors from diverse backgrounds.

Position Specific Responsibilities

- Set vision and lead strategic planning and programming efforts for the department Alumni and Family Engagement. Establish alumni engagement score, manage highly engaged alumni volunteers, develop, implement, and evaluate programs which effectively and strategically engage a diverse alumni and family constituency across the entire university that is focused on growing the pipeline of volunteers and philanthropic prospects.
- Supervise and oversee a high-performing team of alumni and family engagement professionals. Set annual goals, develop operating plans, determine individual work plans, and set performance metrics.
- Grow partnerships with key University areas such as CPD, Athletics, Student Affairs and Enrollment Management. Partner with departments and collaborate with colleagues across the University to meaningfully and strategically engage our alumni, families, and students to advance LMU.

- Staff and provide leadership and direction for the Alumni Board. Work closely with the Board President to set strategies, goals, and meeting agendas. Direct the Department's staff on the engagement of key volunteers and volunteer leaders, involving these individuals in meaningful and productive ways, and developing and growing a pipeline of volunteer leaders and donors.
- Manage department budget, including budget planning, requests, tracking, and forecasts.
- Perform other duties as assigned or requested.

Loyola Marymount University Expectations

Exhibit behavior that supports the mission, vision, and values of the university. Promote an environment that supports diversity and inclusivity. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct.

Requisite Qualifications

- Bachelor's Degree or equivalent experience. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of advancement trends, innovative tools and platforms and regulation/policy changes.
- Minimum of ten years of experience working in alumni, family, and/or volunteer engagement, and including experience in the management and development of high performing teams.
- Demonstrate a commitment to and affinity for outstanding engagement, pipeline development, and Advancement work.
- Demonstrated knowledge and experience in the areas of pipeline development, engagement event strategy, marketing and communications, and volunteer management.
- Exemplary communication skills (both written and oral) evidenced by background in preparing comprehensive reports and executive summaries incorporating complex, highly technical information.
- Highly developed organizational and leadership skills.
- Demonstrated computer competency and preferably knowledgeable of Microsoft and database management systems and social networking websites.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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