

University of Houston  Clear Lake

**Invites Applications and Nominations  
for the Position of:**

**Director of Alumni Relations**

**Greenwood/Asher**  
& ASSOCIATES, LLC

## The Opportunity

The University of Houston-Clear Lake (UHCL) is seeking well-qualified, innovative, and dynamic candidates for the position of Director of Alumni Relations. Reporting to the Vice President for University Advancement, the Director of Alumni Relations oversees all university alumni engagement activity. This includes, but is not limited to, the Alumni Association, alumni communities, alumni-related special events, Student Alumni Association, and collaborative work with the annual fund and major gift areas of University Advancement (UA). The Director of Alumni Relations facilitates efforts to keep alumni engaged and involved with colleges, institutes, and centers by supporting existing programs and creating new efforts which support and promote alumni giving, professional development, student achievement (internships/job opportunities) as well as opportunities to support college/institute/center programmatic and financial objectives.

## Duties and Responsibilities of the Role

Representative duties and responsibilities of the Director of Alumni Relations role include, but are not limited to, the following:

- Collaborates with alumni leaders to oversee the Alumni Association/Partnership and manage the alumni awards/recognition of service processes, as well as development and management of alumni benefits.
- Conceptualizes, creates, and manages development and implementation of alumni communities.
- Directs the implementation of on-and off-campus events, programs, and activities of varying sizes and scope to facilitate greater awareness of University aspirations and to deepen connections between UHCL stakeholders and each other.
- Collaborates with Deans and UA leadership regarding alumni advisory boards and college-specific alumni/engagement opportunities.
- Oversees alumni publications (newsletters, emails, website, etc.).
- Supervises and manages alumni relations team and provides guidance to alumni volunteers.
- Develops, budgets, and implements annual alumni marketing and membership plan.
- Develops and implements purposeful engagement opportunities for University leaders including specifically the President, Vice President for UA, and others as appropriate.
- Performs related duties as assigned.

## Professional Qualifications and Personal Qualities

The ideal candidate will have the following professional qualifications and personal characteristics:

**Required:**

- Bachelor's degree in humanities, liberal arts, marketing, business administration, or related area.
- Five years of progressively responsible experience with alumni relations leadership/management in a higher education or similar environment.
- Two years of supervising experience.
- Certification or demonstrated experience as a leader/mentor/active participant with the Council for Advancement and Support for Education (CASE).
- Knowledge of alumni engagement and programming practices.
- Volunteer management skills.
- Ability to migrate alumni from engagement to giving - moves management.
- Microsoft Office (Word, Excel, and PowerPoint) skills.
- Familiarity with alumni relations-related CRM platforms (Blackboard, Tableau, etc.).
- Ability to lead/host in-person and virtual events/meetings and to effectively manage with appropriate management styles.
- Strong interpersonal, relationship building, and collaborative skills.
- Effective communication skills as a writer and presenter.
- Knowledge of fundraising and the role of alumni relations in the fundraising process.

**Preferred:**

- Master's degree with an advanced focus on leadership and resolution of professional challenges.
- Demonstrated success as an Associate Director or Director of Alumni Relations.
- Certified Fundraising Executive (CFRE) and/or Council of Alumni Association Executives (CAAE).
- Experience supervising support staff such as coordinators, volunteer boards, or other administrative assistants related to the job.

## About the UHCL Alumni Association

Founded in 1981, the UHCL Alumni Association represents more than 75,000 alumni. It was created to enhance the pride, loyalty, and engagement of its alumni by connecting them to fellow UHCL alumni, students, parents and friends of the university through support services, activities, and events.

Working in connection with University Advancement, the Association promotes the educational programs and objectives of the university by providing alumni opportunities to remain involved with their alma mater. The UHCL Alumni Association supports three endowments – the UHCL Alumni Association Scholarship Endowment for current students, the UHCL Distinguished Alumni Scholarship Endowment for descendants of UHCL alumni and the UHCL Alumni Association Program Endowment to support student programming, faculty research, and development.

All UHCL graduates and recipients of teacher's certificates are automatically members of the UHCL Alumni Association; no dues are necessary. Lifetime Alumni Membership is available with a one-time contribution of at least \$500 which entitles members to exclusive benefits beyond the general alumni association membership.



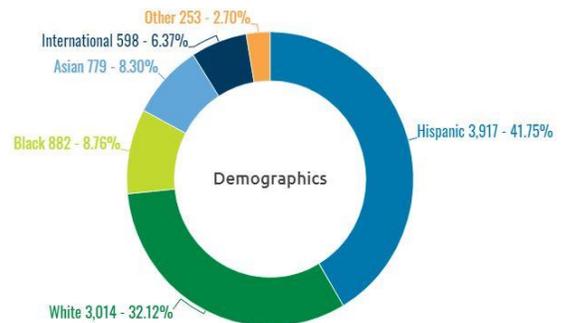
9100+  
students

75k+  
alumni

90+  
degree programs

## Demographics

Fall 2021



Hispanic: 3,917 (41.75%)  
 White: 3,014 (32.12%)  
 Black: 822 (8.76%)  
 Asian: 779 (8.30%)  
 International: 598 (6.37%)  
 Other: 253 (2.7%)

## About The University of Houston-Clear Lake (UHCL)

Nestled on a 524-acre wildlife and nature preserve, University of Houston-Clear Lake has become a cornerstone of higher education along the upper Gulf Coast of Texas. Since opening its doors in 1974, the University has awarded degrees to more than 75,000 alumni.

UHCL emphasizes high academic standards through teaching, research, and community service and delivers outstanding educational opportunities in a traditional classroom setting using the latest instructional technologies, as well as cutting-edge distance learning.

The Colleges of Business, Education, Human Sciences and Humanities, and Science and Engineering offer over 90 undergraduate and graduate degree programs and three doctoral programs. In 2007, the university began offering its first doctoral degree, the Doctor of Education in Educational Leadership. Two additional doctoral degrees were added in 2014 and 2015: the Doctor of Education in Curriculum and Instruction and the Doctor of Psychology in Health Service Psychology.

In its short history, UHCL has earned a distinctive reputation as a community-minded, partnership-oriented university. UHCL has developed partnerships with area businesses, organizations, schools, and individuals that enhance the region's educational, economic, cultural, scientific, and professional environment.

For nearly five decades, the University filled a vital niche in higher education, specializing in junior and senior undergraduate and graduate-level programs. In 2011, the University gained approval from the state to add freshman- and sophomore- level courses to its roster and welcomed its first freshman class in fall 2014.

Extensive class offerings and programs attract more than 9,000 students during the fall and spring semesters, with many of them enrolled in graduate courses. As more than 80 percent of its undergraduate student population transfers from local community colleges, UHCL has developed strong partnerships with San Jacinto College, Alvin Community College, Houston Community College, and others to support transfer students and help them attain their bachelor's degrees at UHCL.

In May 2022, Dr. Richard Walker was appointed by Chancellor Renu Khator to become the sixth president to lead UHCL. Dr. Walker was appointed interim president at UHCL in October 2021 and served as Vice Chancellor and Vice President for Student Affairs and Enrollment Services at the UH System and the University of Houston. Dr. Walker has 40 years of experience in higher education, at both public and private institutions. He has also served as an instructor for the Higher Education Leadership and Policy Studies program within the Department of Educational Leadership and Policy Studies in the College of Education at the University of Houston.

UHCL continues to expand in order to further its mission. UHCL Pearland opened in 2010, a 30,956 square-foot facility, designed to connect the growing community to quality undergraduate and graduate programs. Students pursuing a degree from UHCL's health care programs receive their education in the Texas Medical Center. One of the leading centers of healthcare research and delivery around the globe, the Texas Medical Center gives UHCL the opportunity to offer healthcare-related degrees to working professionals. In January 2019, the University opened the Health Sciences and Classroom Building, the second building at UHCL Pearland. The Main Campus is also growing. In August 2018, the University opened two new buildings: the Science, Technology, Engineering and Math (STEM) and Classroom Building, and the Recreation and Wellness Center. The following year (2019), UHCL opened its on-campus residential dorm. To learn more about the University, please visit <https://www.uhcl.edu/>.

### **Mission**

The University of Houston-Clear Lake places its highest priority on serving a diverse body of students in every aspect of their university experience. UHCL's teacher scholars provide high quality, student-centered undergraduate and graduate programs that prepare students to thrive in a competitive workplace and to make meaningful contributions to their communities. UHCL fosters critical thinking and lifelong learning through a strong legacy of vibrant community

partnerships complementing its historical focus on teaching, research, creative activity, and service.

### **Vision**

The University of Houston-Clear Lake will lead as a learner-centered university dedicated to achieving national prominence in transformative education grounded in creative activities, innovative research, and community partnerships that serve regional, state, and global locations. UHCL launches your future!



## About the University of Houston System

The University of Houston System is the fourth-largest university system in Texas and has more than 70,000 students in its four universities. The System comprises the University of Houston, its flagship university; the University of Houston-Clear Lake; the University of Houston-Downtown; and the University of Houston-Victoria. The Chancellor of the UH System serves simultaneously as President of the University of Houston, and the System is governed by a Board of Regents appointed by the Governor of Texas.

As the region's largest provider of comprehensive university services, from the baccalaureate to the doctorate, the University of Houston System plays an essential role in meeting the higher education needs of the Houston metropolitan area and Texas. The UH System serves more than 75,000 students, has an annual budget that exceeds \$2.07 billion, and produces a \$6 billion-plus economic impact on the Greater Houston area each year.



## Bay Area Houston

Midway between Houston and Galveston, the region known as "Bay Area Houston" comprises 14 cities and five school districts. Home to NASA, many Fortune 500 companies, the Kemah Boardwalk, award-winning restaurants, and so much more, the selected candidate will discover an environment where professional satisfaction and career achievement are paired with optimal quality of life. Major industry sectors within Bay Area Houston include aerospace, healthcare, biotechnology, specialty chemicals, tourism, advanced manufacturing, and maritime.

The Bay Area is also a quick drive to Houston, the fourth largest city in the United States, has a population of more than 4 million. Its residents, representing a variety of cultures, contribute to Houston's strong international orientation in the arts, entertainment, commerce, and education. From multi-cultural extravaganzas such as the Houston International Festival and the Houston International Film Festival in the spring to the Italian, Caribbean, Greek, Hispanic, Mediterranean and Egyptian festivals in the fall, international students will find numerous diversions that remind them of home. The city also offers a broad variety of ethnic cuisines, such as Chinese, Ethiopian, Bangladeshi, Greek, Indonesian, Indian, South American, Japanese, Persian, Mexican and Thai.

Houston is home to permanent companies such as The Houston Grand Opera, The Houston Symphony, The Houston Ballet, and The Alley Theater and The Ensemble Theater. To those seeking sports and entertainment options, Houston is home to the Houston Livestock Show and Rodeo, the largest livestock exhibition and rodeo in the world, and five professional major league teams: the Houston Astros (MLB), Houston Texans (NFL), Houston Rockets (NBA), Houston Dynamo FC (MLS), and Houston Dash (NWSL).

## Nomination and Application Process

### Salary

Salary will be competitive and commensurate with qualifications and experience.

### How to Apply

Greenwood/Asher & Associates, LLC. is assisting the University of Houston-Clear Lake in this search. Applications and nominations are now being accepted. **For a full application package, please submit a cover letter, CV, and list of five references.** Confidential inquiries, nominations, and application materials should be directed to Greenwood/Asher and Associates, LLC. Submission of application materials as PDF attachments is strongly encouraged. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

#### **Please direct inquiries, nominations, and application materials to:**

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*The policy of University of Houston-Clear Lake (UHCL) is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UHCL prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender*