

Inviting Applications and Nominations

DIRECTOR OF ALUMNI RELATIONS

University of Montana



The **DIRECTOR OF ALUMNI RELATIONS** is responsible for developing and implementing a comprehensive engagement program designed to provide meaningful opportunities for volunteerism, service, personal and professional development, and events and programs for alumni to enhance loyalty, dedication, and support for the University of Montana. This person reports to the Associate Vice President for Enrollment, supervises the Associate Director of Alumni Relations, and oversees the management of staff, student interns, and alumni volunteers.

ABOUT THE UNIVERSITY

The University of Montana (UM) is a multi-campus, public research university serving the western portion of the state of Montana. The main campus is located in Missoula, as is Missoula College—the two-year college of UM, with additional campuses in Helena, Butte, Dillon, and Hamilton.

The University draws a diverse, global population to Missoula that helps cultivate an educated, engaged, and vibrant community. The main campus, nestled in the heart of western Montana's stunning natural landscape, spans 56 acres at the base of Mount Sentinel and along the Clark Fork River. It includes the park-like Oval at the center of campus, more than 60 architecturally unique buildings, and a 25,200-seat football stadium. UM's 180-acre South Campus offers student housing, a

golf course, soccer and softball fields, and an outdoor track facility. Missoula College occupies two sites, one just across the river from the main campus and one on the southwest side of Missoula.

At UM, students receive a world-class educational experience in a broad range of subjects that include the trades, liberal arts, sciences, graduate and postdoctoral study, and professional training. The University of Montana comprises 10 colleges and is home to a variety of research centers and institutes.

Close to 10,000 students attend the University of Montana. The student-to-faculty ratio is 13:1 with an average class size of 30. UM's College of Business is tied at No. 1 as "Best Business School in the Big Sky Conference" by *U.S. News & World Report* (2020).

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The University of Montana ranks 17th in the nation and 5th among public universities in producing Rhodes Scholars. It has 11 Truman Scholars, 14 Goldwater Scholars, and more than 40 Udall Scholars to its name. Currently, 26 outstanding freshmen are Presidential Leadership Scholars.

UM has more than 100 different student organizations, students have opportunities for community service, recreation, professional development, and more.

As Montana's flagship university, and the second largest campus in the Montana University System, UM sets the bar high for academic studies, creative accomplishments, and scientific exploration that benefits students, their communities, and the world at large.

In athletics, UM's Grizzlies are part of the NCAA I. The Grizzlies have competed in the NCAA's Big Sky Conference since the conference was formed in 1963. Intercollegiate sports include football, basketball, men's and women's cross country, women's golf, men's and women's track and field, men's and women's indoor track and field, men's and women's tennis, women's volleyball, women's soccer,

and women's softball. Intramural sports include men's and women's lacrosse, the Alpine Ski Team, rowing, dance and cheer, men's and women's ice hockey, men's soccer, the Woodsman Team, rodeo, the Missoula Footbag Alliance, triathlon, cycling, fencing, Jesters Rugby, and Betterside Women's Rugby.

THE OPPORTUNITY

The Director of Alumni Relations oversees the planning and execution of alumni activities locally, in targeted regions across the country, and internationally, to enhance alumni engagement and cultivate connections and facilitates the growth of student-alumni connections while fostering student engagement and philanthropy.

The Director develops and maintains cooperative and collaborative relationships and programs with key University partners, such as the University of Montana Foundation, the Grizzly Scholarship Association (GSA), the Associated Students of the University of Montana (ASUM) academic colleges and departments, Admissions, Parent and Family Programs, and Athletics.



**Seth Bodnar,
President**

Seth Bodnar is the 19th president of the University of Montana. He is an innovative and collaborative leader whose work building effective teams has helped many people and organizations reach their

full potential. With deep roots in education, he firmly believes in the power of higher education to transform lives and communities.

Before coming to the University of Montana, President Bodnar was a senior executive at the General Electric Company, serving as its first-ever Chief Digital Officer and leading GE Transportation's Digital Solutions business. Prior to GE, President Bodnar served on faculty at West Point where he taught economics.

President Bodnar graduated first in his class from West Point, received both the Rhodes and Truman scholarships, and holds two master's degrees from the University of Oxford.



**Mary Kreta,
Associate Vice
President for
Enrollment**

Mary Kreta joined UM in September 2020. She oversees the University's admissions, financial aid, and alumni outreach offices. Prior to coming to UM, Kreta was

Associate Vice Chancellor of Enrollment Management at University of Alaska (UAF) Fairbanks. She was UAF Director of Admission from 2014 to 2018 and Director of Recruitment from 2013 to 2014. Before that she was a UAF admissions counselor who was promoted to Senior Admissions Counselor for International and Transfer Recruitment.

Mary Kreta also taught writing in the Pacific Northwest and Alaska. She holds a master's degree in English from Portland State University and a bachelor's degree in Communication from the University of Alaska Fairbanks.

The Director of Alumni Relations oversees online content on social media platforms directed to alumni and sits on the board of the University's alumni publication, *Montanan Magazine*.

Additionally, the Director of Alumni Relations:

- Provides vision, leadership, and oversight to the Office of Alumni Relations, the Alumni Association board of directors and its committees, and other partners and committees to plan and execute the vision and strategy of the University related to alumni engagement.
- Creates a solid foundation in systems, processes, and procedures providing standards and guidance in the day-to-day running of the association and supporting the development and launching of strategic programs.
- Engages alumni in the life of the University through consistent and positive communication using electronic, print, and social media, exceptional customer service, and meaningful opportunities for volunteerism, service, personal and professional development, and events and programs.
- Manages the student and young alumni engagement plans to build lifelong connections and facilitate continued engagement and support for the University.
- Develops and manages an effective volunteer management system that supports the objective of engaging alumni in meaningful volunteer opportunities and serving as a source for alumni talent and resources for students, faculty, and staff.
- Develops and maintains collaborative relationships and programs with campus partners, including Admissions, Parent and Family Programs, Athletics, Student Affairs, and academic colleges and departments.
- Meets the needs of all constituencies during Homecoming by chairing the committee that plans and executes Homecoming activities for alumni, students, faculty, staff, and the community.
- Develops and executes plans and activities for alumni affinity groups (Alumni Chapters and Emissaries), identifies and cultivates volunteer leadership, develops strategies for the success of each group, and supports their events and activities.
- Develops and executes promotional events and partnerships that raise the visibility of the University and the Alumni Association among constituents across the country.



Department Mission & Vision Statement

The University of Montana Office of Alumni Relations and the Alumni Association play an integral role in the success and viability of the University of Montana. The Montana Alumni vision is to be recognized as a leader in alumni engagement through establishing valuable lifelong connections between alumni, friends of UM, and one another and empowering the UM global community to support and advance UM in its pursuit of excellence.

The Montana Alumni office reaches out to more than 105,000 alumni and friends, helping them to stay connected to the University through events, programs, services, and both on- and off-campus activities. We fund scholarships for deserving legacy students and sponsor many programs and activities that connect alumni with each other and their alma mater. We also assist the University's legislative advocacy efforts through board-driven volunteer efforts to gain support for higher education throughout the state.

The Office of Alumni Relations and Alumni Association are committed to providing meaningful opportunities for our alumni to stay connected to the University of Montana.

UM Mission Statement

The University of Montana transforms lives by providing a high-quality and accessible education and by generating world-class research and creative scholarship in an exceptional place. We integrate the liberal arts and sciences into undergraduate, graduate, and professional studies to shape global citizens who are creative and agile learners committed to expanding the boundaries of knowledge and to building and sustaining diverse communities.



- Identifies and launches loyalty programs to provide a benefit of service to alumni, to cultivate volunteers and donors, and to generate income for alumni association programming.
- Oversees the selection and distribution of several alumni association scholarship awards and awards that recognize outstanding alumni achievements.
- Ensures the alumni database is current and safeguarded.
- Prepares, monitors, and administers budget for functional area.
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleges, attending professional development courses, and attending training and/or courses as directed by the supervisor.
- Contributes to the overall success of the Office of Alumni Relations by working on special projects and performing all other duties and responsibilities as assigned by the Associate Vice President for Enrollment.



QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree; Master's degree preferred
- At least five (5) years of successful experience in higher education alumni relations, which includes an acknowledged work history showing creative productivity; however, experience in public relations or a related field in which the candidate can demonstrate a successful track record may be substituted
- Working knowledge of higher education processes and procedures
- Extensive knowledge of the University of Montana and its history preferred
- Amenable to frequent travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops
- Strong verbal and written communication skills and well-developed public speaking skills
- Exceptional interpersonal skills with successful team-building experience both within the team and with campus partners
- Demonstrated ability in motivating volunteers
- Ability to develop knowledge of, respect for, and skills to engage with those of varied cultures or backgrounds
- Proficiency in Microsoft Office and the ability to effectively utilize a broader range of technology, systems, and packages preferred
- Able to meet physical demands such as lifting and carrying materials up to 70 pounds, standing up to eight hours each day, and working in all weather conditions





Living in Missoula, Montana's Garden City

Missoula, the second largest city in the state, is nestled in the Northern Rockies of Montana, between Montana's crown jewels, Glacier and Yellowstone National Parks.

Surrounded by seven wilderness areas, five mountain ranges, and at the confluence of three rivers—Clark Fork, Blackfoot, and Bitterroot—Missoula is an outdoor enthusiast's dream.

The city has over 400 acres of parkland, 22 miles of trails, and nearly 5,000 acres of conserved open space. You can kayak, raft, or tube through downtown or take a hike to enjoy pure nature just minutes away. Missoula is located within the fly-fishing Golden Triangle, known for its blue-ribbon trout fishing and spectacular natural beauty. The outdoor recreational opportunities are limitless.

Founded in 1864, Missoula is considered the cultural center of Montana. More than 72,000 residents enjoy a cost of living substantially lower than the national average. Missoula's expansive bike routes have led to its recognition as the 4th best bike commuting city in the United States. Public transportation primarily serves the center of the city and the University of Montana. Average commutes take between 10 to 15 minutes, well below the national average.

The city is comprised of 10 neighborhoods and historic districts, which provide architectural interest and a variety of affordable housing options for families.

Missoula is easily accessible by intersecting highway systems running north-south and east-west and is served by Missoula International Airport.

APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current resume
 - c) At least five references with full contact information including e-mails (References will not be contacted without consent from the applicant.)
- 2) Submit application packet (preferably as PDFs) to:
umt@myersmcrae.com

Additional information will be requested upon receipt of application.

Review of applications begins immediately.
For best consideration, submit applications by **February 5, 2021**.
The position is open until filled.

Nominations

Submit nominations to:
umt-nominate@myersmcrae.com
with complete contact and e-mail information for the individual being nominated.

Kenny Daugherty, President of Myers McRae Executive Search and Consulting, is assisting UM with this search.



MYERS McRAE
EXECUTIVE SEARCH AND CONSULTING
(478) 330-6222 **MyersMcRae.com**



The University of Montana has committed to the principles of equal opportunity, that everyone should have access to opportunities in their education and in the workplace, and to ensure that no one is excluded from participation. It has a program of affirmative action, which is required of federal contractors such as universities and is intended to eliminate the present effects of past discrimination and to increase the participation and employment of women, minorities, certain classes of veterans, and people with disabilities.