

ORGANIZATION: Brown University
POSITION: Vice President for Alumni Relations
LOCATION: Providence, Rhode Island
REPORTS TO: Senior Vice President for University Advancement
TO APPLY: Please send cover letter and resume in one PDF using the naming convention “First Name Last Name – Letter Resume” to BrownVPAR@pbrsearch.com.

BACKGROUND

Throughout its history, Brown University has embodied its mission of cultivating knowledge in a spirit of free inquiry. Founded in 1764, Brown is a leading Ivy League research university home to world-renowned faculty, and also an innovative educational institution where the curiosity, creativity, and intellectual joy of students drives academic excellence. The University is renowned for its distinctive undergraduate experience rooted in its flexible yet rigorous Open Curriculum; its campus in vibrant Providence, Rhode Island, which is home to a wide array of graduate programs, plus the Warren Alpert Medical School, School of Public Health, School of Engineering, and School of Professional Studies; and its dynamic, engaged, global alumni community of over 100,000 graduates.

Since its founding, Brown has continued to sustain academic excellence through building a legacy of making a transformative impact on the world and retaining a commitment to the belief that education and scholarly inquiry are vital to the advancement of society. Brown’s Open Curriculum model is a distinctive approach that allows its students to be the architects of their own education, focusing on rigorous scholarship, complex problem-solving, and service to the public good as defined by intense collaboration, intellectual discovery, and working in ways that transcend traditional boundaries. Graduates leave Brown prepared to thrive as independent, innovative leaders no matter what path they choose.

Brown’s diverse community consists of about 6,600 undergraduates, 2,500 graduate students, 600 medical school students, and more than 1,500 faculty members (including medical school faculty) and 3,200 staff members. Brown students come from all 50 states and more than 115 countries. Providence, Rhode Island, a city of rich cultural diversity, offers a vibrant place to live, work, and study, and a stimulating hub for innovation.

POSITION

Reporting to the Senior Vice President for University Advancement, the Vice President for Alumni Relations (VPAR) oversees all aspects of alumni relations for the University and serves as the University’s chief liaison with the Brown Alumni Association (BAA). In addition to engaging alumni through reunions, events, and volunteer leadership opportunities, the Vice President for Alumni Relations will be charged with developing new and innovative ways, both in-person and virtual, for alumni to connect with one another, with current students, and with university leadership, faculty, and staff for the purpose of deepening relationships, building fruitful networks, and strengthening alumni understanding of and engagement with Brown. The ideal candidate will be a strategic leader, an out-of-the-box thinker, and an adept implementer who is able to set forth a vision and lead the alumni relations team and volunteers to realize it.

In addition, the VPAR will be a collaborator and connector who will work closely with partners in advancement, career services, admissions, academic departments, and administration to develop and put in place innovative programs and strategies that have broad impact on overall engagement. The ideal candidate will have a demonstrated track record of success building engaged networks of people aligned around a common purpose, mission, or set of activities. They will also have experience using sophisticated technology, data analytics, and engagement metrics to evaluate success.

Because Brown has developed an extensive Diversity & Inclusion Action Plan ([DIAP](#)) which stretches across all areas of the University, the VPAR is expected to develop and prioritize a plan and strategies that further the DIAP goals as they relate to alumni engagement, programming, and the alumni team.

RESPONSIBILITIES

- Work with the BAA, faculty, alumni leaders, and others to develop innovative digital and in-person platforms, programs, and opportunities for meaningful engagement with other alumni, current students, and the university.
- Build on the existing alumni relations strategic plan with an eye toward increasing alumni engagement, satisfaction, and sense of belonging in a broad community of Brown alumni as well as in specific constituency groups and interest areas.
- Work with others in the advancement division to continue developing digital outreach tools designed to meet the needs of the alumni community as well as increase participation.
- Be a supportive, transparent, outcomes-oriented leader for the alumni relations team, ensuring they have the tools and resources necessary to achieve stated goals.
- Build productive relationships with career services, admissions, faculty, administration, and staff, with a goal of providing many points of entry, opportunities to contribute, and ways to benefit from deep, consistent engagement with alumni relations and the Brown alumni community.
- Enhance career connections among and resources for alumni.
- Strengthen class engagement and enhance reunions.
- Deepen engagement with multicultural affinity groups, as well as increase support for shared interest and other identity cohorts.
- Support Brown Clubs around the world.
- Provide mentoring opportunities that foster meaningful alumni-to-student and alumni-to-alumni connections.
- Ensure that alumni activities represent the diversity of the alumni community itself.
- Deepen and broaden Brown's alumni volunteer base.
- Collaborate with University peers both within and outside of advancement to achieve departmental goals. This cooperation includes working closely with development and annual fund colleagues in supporting fundraising activities.
- Facilitate educational opportunities for alumni.
- Work in collaboration with other University offices to streamline and improve alumni communications.
- Manage a team of more than 25 staff and an annual operating budget of \$3.5 million.
- Set overall departmental goals and project timetables, and monitor progress.

QUALIFICATIONS

- Bachelor's degree and ten or more years of demonstrated managerial experience in a complex organization focused on building productive and active networks among people who have a shared connection but a diverse range of interests and needs. The leadership is particularly interested in considering candidates from outside of alumni relations with backgrounds in sales, marketing, communications, brand-building, community engagement, and stakeholder activation.
- Significant management experience with a track record of building inspired, engaged, high-performing teams.
- Experience developing a vision for an organization or department, executing it, measuring results, and adjusting as needed for greater impact and success.
- A highly engaging, outgoing personality; the ideal candidate will love to meet new people, build authentic relationships, make connections, and find new ways to link people to the alumni community and Brown as a whole.
- Very strong oral and written communications skills and excellent interpersonal and team-building skills.

- Collaborative leadership style with an ability to interact with tact and diplomacy with all constituencies, including senior leadership, administrators, trustees, and alumni.
- Deep understanding of and ability to motivate and develop volunteer leaders.
- Experience in implementing best practices, performance metrics, and goal-setting.
- A deep understanding of diversity, inclusion, and intersectionality and experience fostering a diverse, equitable, and anti-racist work environment; a commitment to the policies and principals articulated in [Brown's Diversity and Inclusion Action Plan](#) (DIAP).
- Knowledge of, or experience with, digital, social media, and diverse modes of communication and engagement tools is highly preferred.
- Brown alumni strongly preferred.

Brown University is committed to fostering a diverse and inclusive academic global community; as an EEO/AA employer, Brown considers applicants for employment without regard to, and does not discriminate on the basis of, gender, sex, sexual orientation, gender identity, national origin, age, race, protected veteran status, disability, or any other legally protected status.