

# SEARCH PROFILE:

ASSOCIATE VICE PRESIDENT, OPERATIONS & ENGAGEMENT



**NAU**  
NORTHERN  
ARIZONA  
UNIVERSITY

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## THE OPPORTUNITY

Northern Arizona University (NAU) in Flagstaff, Arizona, seeks an experienced development professional and collaborative leader to serve as Associate Vice President, Operations and Engagement (AVP) for the Northern Arizona University Advancement | Foundation.

The Associate Vice President for Operations and Engagement serves as a critical leader for the advancement of Northern Arizona University to be the nation's preeminent engine of opportunity, vehicle of economic mobility, and driver of social impact by delivering equitable postsecondary value.

This is an outstanding opportunity for a talented and highly successful alumni relations professional to join the Advancement | Foundation team as an exciting momentum across the University has sparked attention from alumni, donors, friends, and partners. The university has entered the quiet phase of a comprehensive fundraising campaign with plans to go public this fall 2025. As of January 16, 2025, the university has raised \$168 million toward its \$300 million campaign goal. Alumni, donors, and the community at large have responded to the President's vision and initiatives for NAU, which has allowed Advancement | Foundation to maintain this momentum. For three consecutive years, the NAU Foundation has surpassed its fundraising and engagement goals, propelling the university's strategic priorities and building a foundation of philanthropic support for NAU's 125th anniversary.

With a rich history and tradition of support from alumni and friends, NAU has maintained a strong sense of community across the region, state, and beyond. Strong leadership at both the University and Advancement | Foundation has brought about several new fundraising and engagement initiatives with targeted goals and targeted outcomes to enhance the mission and future of the university. Fueled by its core values: innovative, collaborative, accountable, and authentic relationship builders, the Advancement division is helping to transform lives, enrich communities, and achieve preeminence. Innovation has taken hold, and the new Associate Vice President, Operations and Engagement will be part of the visionary and hardworking team to support engagement and giving at NAU.

The new Associate Vice President should be collaborative, empathetic, motivational and inspirational. The team seeks a leader who will lead by example and be a voice for the team, with emotional intelligence and competency to bring out the best in them. The AVP will speak to best practices and serve as voices of reason, support advocacy, and inclusion and will build relationships within the Advancement team as well as with alumni and donors and with departments across the university and community. The Vice President seeks an AVP who will become part of the unit and also connect college fundraising with alumni engagement.



## ABOUT NORTHERN ARIZONA UNIVERSITY

Northern Arizona University rests on a student-first foundation. This was true when the University opened its doors more than 125 years ago, and it's true today. The traditions and values of the past inform the innovations helping us shape the future.

Founded in 1899, Northern Arizona University began as a teachers' college, and its commitment to building a better tomorrow through education remains a high priority. Now a land-grant university with nearly 30,000 students, NAU is expected to achieve an R1 classification in 2025 with very high research activity and competes in NCAA Division I sports in the Big Sky conference. The university is divided into nine colleges offering more than 130 undergraduate degrees, 100 graduate programs, and various academic certificates. The Flagstaff Mountain campus serves as the main residential campus; however, students may take classes and conduct research at more than 20 statewide campus locations and online. With over 205,000 Lumberjack alumni worldwide, NAU has one of the best alumni networks in the country.

Students, mentored by faculty members renowned in their fields, are at the center of all the university's institutional efforts. In the classroom and online, through hands-on experiences in an unparalleled learning environment, and with the NAU community cheering them on, students discover and hone their ambitions. NAU's academic programs, research, public service, and creative endeavors enrich lives and create opportunities in Arizona

and beyond. The institution's mission is focused on developing solutions to challenges and driving innovation in a supportive, inclusive, and diverse environment as is outlined in the [Strategic Plan](#), *Elevating Excellence*.

Northern Arizona sees itself at a transformational point in which there is sweeping momentum to provide an affordable education that prepares students for successful careers and uplifts communities. There is a buzz, sense of excitement, and trust as NAU looks toward the future as a proactive leader in the region and state.

**NAU Charter:** NAU aims to be the nation's preeminent engine of opportunity, vehicle of economic mobility, and driver of social impact by delivering equitable postsecondary value in Arizona and beyond.

**NAU University Mission:** NAU transforms lives and enriches communities through high-quality academics and impactful scholarship, creative endeavors, and public service.

**NAU University Commitment:** NAU will educate, support, and empower students from all backgrounds, identities, and lived experiences to reach their full potential and contribute to a more just, equitable, inclusive, prosperous, and sustainable future.

## ABOUT NORTHERN ARIZONA UNIVERSITY (CONT.)

### **STRATEGIC PRIORITIES – ACADEMIC EXCELLENCE**

NAU's high-quality academic programs, general studies curriculum, and the teaching excellence of our faculty will foster students' knowledge and competencies necessary for professional success, informed civic engagement, global citizenship, lifelong learning, and the promotion of a more just and sustainable future.

### **STUDENT SUCCESS**

Grounded in a student-centered institutional culture of care, NAU will provide accessible and affordable educational opportunities, with tailored support services that enable students to complete their academic credentials and realize transformative outcomes from their collegiate experience.

### **COMMITMENT TO INDIGENOUS PEOPLES**

In recognition of the unique sovereign status of Native Nations and the sacred land on which the university was built, NAU will continue its intentional support for Indigenous students, faculty, and staff; develop university-wide culturally responsive educational opportunities and programming; and build mutually beneficial partnerships with Indigenous communities that will position NAU as the nation's leading university serving Indigenous Peoples.

### **IMPACTFUL SCHOLARSHIP**

NAU's teacher-scholars will engage in impactful research, scholarship, and creative activities to provide transformative learning opportunities, engage our diverse students and communities, advance disciplinary and interdisciplinary knowledge, and contribute to solving problems of regional, national, and global relevance.

### **MISSION-DRIVEN AND DIVERSE FACULTY AND STAFF**

NAU will implement employment practices to support the recruitment, retention, development, and promotion of a highly qualified, mission-driven, diverse workforce. NAU's commitment to individuals from all racial, ethnic, cultural, and socioeconomic backgrounds, national origins,

disabilities, age, veteran status, religious or political beliefs, sexual orientations, gender identities and expression, and lived experiences strengthens our institutional workforce culture that incorporates diversity, equity, inclusion, and justice in the pursuit of excellence and the promotion of student success.

### **COMMUNITY ENGAGEMENT**

NAU will engage locally, regionally, and globally with public and private partners to foster mutually beneficial relationships that enhance our students' educational experiences, contribute to broad social impact, and increase individual, communal, cultural, and economic vitality.

### **SUSTAINABLE STEWARDSHIP OF RESOURCES**

NAU will effectively utilize our physical, technological, and financial resources in support of our vision and mission, with a commitment to the responsible use of environmental resources, innovative use of technology, and mission-driven financial investments and philanthropic activity.

NAU has maintained steady growth in its student population, research endeavors, and creative scholarship since its inception. Today, the institution serves almost 30,000 students through multiple offerings: a traditional college experience on a scenic campus, situated in Flagstaff's remarkable landscape at the base of the San Francisco Peaks; the convenience of attending classes at one of more than 20 locations across the state, providing flexibility and accessibility; and an award-winning online experience where students can choose from more than 130 in-demand programs degrees, and certificates. NAU upholds the same high standards of education across all locations and delivery options.

Nine academic colleges, Graduate, and online colleges, offer impactful programs, including more than 100 undergraduate programs, 130+ undergraduate and graduate programs, and 100+ undergraduate and graduate certificates in a wide variety of disciplines, including the social sciences, humanities, education, engineering, natural sciences, business, and more. Northern



## ABOUT NORTHERN ARIZONA UNIVERSITY (CONT.)

Arizona University is accredited by the Higher Learning Commission through 2027–2028.

Additional NAU attributes include the following:

- #70 in the nation for public institutions without a medical school
- 400+ student clubs and organizations
- 15 Division 1 sports teams
- #1 best school in Arizona for veterans
- #2 best online college in Arizona
- #9 most diverse college in Arizona
- Top 3 for excellence in delivering virtual student services

The institution has a long history of increasing diversity and inclusion. NAU aims to create, support, and nurture a university environment where individuals whose unique experiences of race, ethnicity, religion, sexual and gender identities, disability, and all perspectives are valued and woven into the fabric of the institution.

University diversity commissions, individuals, and departments have dedicated countless hours to related education, programming, and initiatives. The formal long-term diversity strategic planning process, through which the current [Diversity Strategic Plan \(DSP\)](#) has evolved, began in early 2016 and was updated in 2020. The current DSP provides for immediate action and lays a strong foundation for continuous improvement and implementation over the long term. NAU aims to become a *True Diversity University*, positioning attention and resources around diversity, inclusion, and a culturally competent environment for all, with particular attention to underrepresented, marginalized, and underserved groups in higher education. The DSP aligns with the University Strategic Plan (USP) that, in turn, aligns with the Arizona Board of Regents Strategic Plan, “Impact Arizona.” It is intended to be a living, evolving document.

[Dr. José Luis Cruz Rivera](#) serves as the 17th president of the institution. Dr. Cruz Rivera is dedicated to expanding access to education and improving educational outcomes for all students—especially those who have historically been underserved. When Dr. Cruz Rivera joined NAU in June 2021, he initiated a bold vision for a “new NAU” that has inspired transformative efforts to deliver postsecondary value, including broadening access to record numbers of Arizona students, implementing innovative admissions and financial aid practices, and launching statewide partnerships to boost attainment.

A nationally recognized advocate for accessible, affordable, quality education, Dr. Cruz Rivera is a frequent keynote speaker and writer on higher education issues. He has testified before the U.S. Congress and secured funding for his work from prominent organizations,

including the National Science Foundation, Lumina Foundation, Bill & Melinda Gates Foundation, Andrew W. Mellon Foundation, and the U.S. Department of Education. His efforts have been featured in outlets such as *The Chronicle of Higher Education*, *The New York Times*, *The Washington Post*, [Washington Monthly](#), and *Univision*.

NAU has received external recognition for its diversity initiatives, and the composition of NAU’s student body reflects the university’s support for historically underserved students:

- 46% of NAU students are the first in their families to attend college
- 25% of NAU undergraduates identify as Hispanic
- NAU meets US Department of Education Hispanic-Serving Institution (HSI) criteria and has earned recognition from the Hispanic Association of Colleges and Universities
- NAU is in the top 10 producers of bachelor’s degrees for Native American students nationwide
- 2,000+ Native American, Alaska Native, and Native Hawaiian students representing 125+ Native nations and Tribes





## LOCATION

Northern Arizona University has numerous locations around Arizona. The [Flagstaff](#) mountain campus offers a traditional college experience on a scenic campus set against a remarkable landscape of mountains, canyons, and deserts. Additional campuses are located in Yuma, Phoenix, and Tucson. The university also offers classes at numerous locations across Arizona. [NAU's Land Acknowledgement](#) recognizes the unique and enduring relationship existing between Indigenous Peoples and their traditional territories: *Northern Arizona University sits at the base of the San Francisco Peaks, on homelands sacred to Native Americans throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.*

Located in the high-country mountains of northern Arizona, Flagstaff is not the Arizona experience you may expect. Flagstaff is in the heart of the Colorado Plateau, a region known for its rich Native American history. This Native American heritage still permeates the culture today, as tribal lands cover more than 31,000 square miles (49,890 km<sup>2</sup>) in this region and are home to the Navajo, Hopi, Havasupai, Kaibab-Paiute and Hualapai peoples. At 7,000 feet elevation, temperatures rarely exceed 90 degrees in the summer, fall brings a brilliant change of color, winter snowfall averages 108 inches, and spring bursts with blossoms. Flagstaff has an average of 287 sunny days in a year. Many of the buildings in Flagstaff's historic downtown area date to the early 1900's and are used today as stores, galleries, hotels, and restaurants. Flagstaff is located near the

center of Northern Arizona, about 150 miles north of Phoenix, AZ and 80 miles south of the Grand Canyon. The city is surrounded by coniferous forests, which allow for an array of outdoor sports, camping, and backpacking opportunities with 171 scenic trails within the Flagstaff area. Downhill skiers enjoy 55 runs down the San Francisco Peaks, just 14 miles from downtown Flagstaff.

Flagstaff is a governmental, educational, cultural, and commercial center. NAU, the largest employer in the city, has a major economic impact annually. The campus is used year-round, and Olympic athletes choose Flagstaff as a training site because of the climate, altitude, and available facilities. The altitude makes it a hub for celestial observations. Last but certainly not least, it is home to over 77,000 people who prioritize family, community, work and play balance in their daily lives. You will find Downtown Flagstaff to be one of the best downtown scenes in Arizona. Downtown Flagstaff is big enough to offer a variation in vibe, food, drinks and setting, but small enough that visitors, locals and college students intermingle at nearly all times of the day. From coffee shops and music venues to the locally sourced food offered by many restaurants, you will find that Flagstaff and its residents are progressive, intentional, and special.



## NORTHERN ARIZONA UNIVERSITY ADVANCEMENT | FOUNDATION

The [NAU Advancement | Foundation](#) engages students, alumni, parents, friends and the broader NAU community to connect, invest, and inspire current and future Lumberjacks.

The Northern Arizona University Foundation, Inc. exists for the sole purpose of supporting NAU. The Foundation operates under the IRS non-profit code: 501(c)(3) status and is managed by a [Board of Directors](#). All contributions to NAU are received, managed, and invested by the NAU Foundation, Inc. that allow NAU to enhance the quality and extend the range of services provided to its students and the region. The non-profit status assures their gifts will be utilized according to the donors' intent and are distinguished from state funds. The [NAU Foundation Board of Directors](#) provides oversight for the stewardship of the funds entrusted to the Foundation. The Board ensures that resources are invested responsibly and utilized according to the donors' intent.

The Foundation recognizes special opportunities for NAU and engages in fundraising activities to enable the university to capitalize on them. The Foundation recognizes donors who provide strength for the continually improving growth, visibility, and excellence of the university.

Donors may choose where to [direct a gift](#) and support anything from scholarships to help students fund their education, to groundbreaking research, to the hands-on learning experiences that prepare students to thrive in 21st Century careers.

A part of Advancement, the Office of Alumni Engagement is dedicated to celebrating the True Blue spirit and alumni success. The best way for alumni to keep in touch with their alma mater and Lumberjack classmates is through the Alumni Association, supported by the Office of Alumni Engagement. There are no dues or requirements for participation in the Alumni Association. The volunteer [Alumni Association Board](#) is a strategic partner and advocate for NAU, helping to advance the university by cultivating meaningful engagement with over 205,000 alumni.

Campaign planning is complete and NAU is in the silent phase of its comprehensive campaign. The campaign is projected to be eight years in duration and has raised over \$168 million since launching the campaign in 2023. The university's fundraising progress, organizational leadership, NAU Foundation Board and NAU Alumni Board dedication and engagement, and donor confidence in NAU's vision and strategic direction projects NAU's campaign success focused on student, faculty, programmatic, and capital support and a goal of raising \$300 million (three times the previous campaign goal) by fiscal year 2030.

From FY19 to FY22 NAU's annual fundraising ranged from \$13.5 million to \$20.2 million. The NAU Foundation's endowment market value as of June 30, 2024 was \$218,834,247.

The Associate Vice President will be a strategic leader alongside an ambitious group of alumni engagement



# NORTHERN ARIZONA UNIVERSITY ADVANCEMENT | FOUNDATION (CONT.)

professionals, fundraisers, and university partners to connect with and increase overall alumni engagement with NAU.

## [2024 NAU Foundation Annual Report](#)

NAU alumni are engaging with their alma mater by contributing their time, talent, treasure, and testimony. The university is experiencing engagement growth specifically in alumni donors, events and activities, chapter participants, and volunteers. As a result, NAU is committed to demonstrating the value of alumni all forms by setting and communicating an engagement goal in its comprehensive campaign.

## **ALUMNI ENGAGEMENT AT A GLANCE IN 2024** **Alumni Chapter Engagement**

This year, chapter outreach included 14 events across five regions, featuring the first Portland event in four years and community service events in Phoenix, Tucson, and Washington, DC. The #NAUNearYou Tucson alumni chapter launched in October, reconnecting over 70 Lumberjacks in southern Arizona. New leaders joined the Phoenix, Yuma, and Washington, DC chapters, with new volunteer teams in Tucson and Portland. Alumni chapter membership grew by 19% overall and 11% for recent graduates.

### **Lumberjacks Thrive**

Lumberjacks Thrive is an externship program specifically designed for students at NAU; it connects students with high-level NAU alumni to explore career options and gain valuable professional experience through mentorship and networking opportunities. In FY24, Lumberjacks Thrive engaged 1,084 alumni and students, nearly triple the reach of 2023. With 27 events, including 18 student-led activities funded by \$17,739 in grants, Thrive fostered a vibrant community for growth and networking. Grants events included a Computer Science Hackathon, a financial seminar for the African Student Association, the Black Student Union's Black Renaissance, and more! Alumni volunteers boosted morale with two pre-finals High-Fives events. Additionally, eight study-abroad students received Thrive International Discovery Awards to help them further explore their host country and nearby destinations.

Last year the Lumberjacks Thrive Externship paired 16 student externs with 16 alumni host mentors who shared highlights from their mentorship and on-site job shadowing experiences at the Thrive Summit in June. The externship allowed students to widen their network, explore professional environments, and travel independently. Alumni host mentors appreciated the opportunity to connect with talented and inspiring

students. Throughout the externship, students gathered monthly for workshops led by NAU Career Development and enjoyed a game night and professional photo shoot as teambuilding exercises. Lumberjacks Thrive student/alumni career mixers in Flagstaff, Phoenix, and Yuma engaged 261 members of the Lumberjacks Thrive community. In preparation for expanded support of NAU's 100% career-ready initiative, staff continues to broaden partnerships with career-focused professionals across campus, including individual colleges and the Office of the Provost.

### **Volunteer Giving**

A record-breaking 608 volunteers contributed over 10,000 service hours as event volunteers, board members, mentors, speakers, Giving Day and Giving Tuesday ambassadors, scholarship application reviewers, Undergraduate Symposium judges, chapter leaders, and more! Each volunteer received a virtual greeting from President Cruz Rivera with gratitude for their service. This remarkable increase of 63% reflects stronger coordination and leadership of volunteer engagement across campus. Hundreds of generous Lumberjacks made NAU's sixth Giving Day better than ever, with \$791,688 raised and 2,027 Axe of Kindness. Totals for Giving Tuesday exceeded the \$75,000 goal, securing significant funding for the Lumberjack Emergency Assistance Fund (LEAF).

### **Alumni Event Outreach**

Alumni Engagement supported 58 events and activities in FY24, including chapter socials, community service activities, river rafting adventures, student-alumni mixers, student-led community-building activities, donor stewardship events, tailgates and game-watch parties, award ceremonies, alumni lectures, and more! More than 100 graduating seniors were honored with the Gold Axe, Distinguished Senior, and President's Prize awards in the fall and spring. Homecoming 2023 was a spectacular



# NORTHERN ARIZONA UNIVERSITY ADVANCEMENT | FOUNDATION (CONT.)

celebration honoring 19 award winners at the Honored Alumni and Hall of Fame Ceremony. In May, 19 Golden Graduates from the classes of 1973 and 1974 gathered for a three-day celebration of their 50th reunion, including a campus tour, a special reception at Cline Library, and donning gold caps and gowns during the commencement ceremony. The year concluded with a renewed focus on further integrating community-building, stewardship, and fundraising objectives into Advancement events in the new year.

## Pine Magazine

NAU's alumni magazine, [Pine](#), is always anticipated by alumni with excitement. In circulation since the 1950s, the historic *Pine* publication is a tradition that ties Lumberjack alumni to each other and the university. *Pine* is published and mailed to alumni and donors twice a year—fall and spring.

## Alumni Communications and Social Engagement

The recent issues of *Pine* featured NAU's A++ program and NAU Health and published a commemorative 125-year publication this past fall. Monthly alumni e-news averaged a 26% open rate and biannual new grad e-news averaged a 73% open rate. A refreshed alumni milestone email sent to 1, 5, 10-, 20-, 30-, and 40-year grads resulted in a 31% open rate—the class of 2023 experienced the highest engagement rate. The first-time alumni volunteer campaign resulted in a 63.9% open rate. Social engagement was 8.08% across all channels, with growth in followers on Instagram, Facebook, and LinkedIn.

## Alumni Association Board

The NAU Alumni Association Board of Directors are integral to cultivating lifelong relationships among alumni and their alma mater. As key ambassadors for NAU, the board participates and advises in the university's alumni outreach and is a strategic partner with the NAU Foundation Board. The board is made up of approximately 20 volunteers who represent a diversity of class years, academic programs, professions, cultures, and geographic regions.

## ADVANCEMENT FOUNDATION LEADERSHIP

Nick Lobejko joined Northern Arizona University in November 2022 as Vice President for Advancement and CEO of the NAU Foundation. With over 18 years of experience in higher education advancement, he has driven record-breaking fundraising efforts, securing over \$168.3 million for NAU since fiscal year 2023, including \$53.4 million in fiscal year 2023, \$46.5 million in fiscal year 2024, and \$46.6 million to date in fiscal year 2025.

Lobejko holds a master's degree in educational

leadership from the University of Northern Colorado and dual bachelor's degrees in business from Winona State University. His prior roles include executive director of advancement at Colorado State University and development leadership positions at the University of Colorado and the University of Northern Colorado, where he secured transformative gifts and led successful campaigns.

Through strategic organizational improvements, rigorous metrics, and staff development, Lobejko has enhanced NAU's philanthropic performance. As a board member of the Winona State University Alumni Association and former co-owner of a small business, he combines his passion for education and entrepreneurship to further NAU's mission of elevating postsecondary value in Arizona and beyond.

## CHARTER, MISSION, VALUE STATEMENT, AND VISION

**ADV | FDN Divisional Value Statement:** We are innovative, collaborative, accountable, and authentic relationship builders.

**ADV | FDN Divisional Vision:** By empowering strategic engagement, impact, and philanthropy, NAU Advancement | Foundation will partner with Northern Arizona University to help transform lives, enrich communities, and achieve preeminence through NAU 2025 – Elevating Excellence.

## DIVISIONAL GOALS

- **People:** Professional Health of Team Advancement  
*Foster a culture of mutual respect, accountability, empowerment, and trust among all division staff. Create and encourage opportunities for personal and professional growth and celebrate contributions.*
- **People:** Engagement of Current and Future Alumni and Donors  
*Inspire the Lumberjack community through engagement opportunities to be a positive influence in the world.*
- **Pipeline:** Relationship-informed and Data-informed Fundraising  
*Cultivate authentic relationships and build a sustainable and data-informed pipeline that inspires and retains diverse partners to provide transformational experiences.*
- **Programs:** Strategic Programming to Elevate a Culture of Philanthropy  
*Deliver strategic programs that educate on ways to serve and cultivate opportunities for connection and belonging.*
- **Partnerships:** Internal and External Partnerships  
*Cultivate and steward strategic and collaborative partnerships to build trust, resources, and expertise that positively impact the NAU community.*



## LEADERSHIP AGENDA FOR THE NEXT ASSOCIATE VICE PRESIDENT, OPERATIONS AND ENGAGEMENT

The Associate Vice President for Operations and Engagement serves as a critical leader for the advancement of Northern Arizona University to be the nation's preeminent engine of opportunity, vehicle of economic mobility, and driver of social impact by delivering equitable postsecondary value.

This AVP is accountable for the university's ambitious annual and long-term Advancement goals, including providing senior operational leadership for the university's Advancement division and the NAU Foundation, development of alumni and donor engagement strategies, providing strategic direction of alumni outreach and volunteer programming, and managing the NAU Alumni Association Board, and in partnership with the CEO of the NAU Foundation, the [NAU Foundation Board](#). The position works closely with other Associate Vice Presidents in Advancement and campus leaders to drive engagement for the university's donors and more than 205,000 alumni worldwide and support Advancement-wide collaboration and operations. Concurrent responsibilities within the university's division of Advancement | Foundation include directing an alumni and donor events program in alignment with university's vision and comprehensive campaign priorities, providing strategic leadership to the university's community engagement efforts, leading and facilitating division-wide planning and operations, and reporting on division projects and outcomes. As a contributing member of the Advancement Executive Leadership team, the AVP contributes to division-wide strategic planning, change management, and financial planning. This position reports to the Vice President of Advancement and CEO of the NAU Foundation.

Specifically, the AVP, Operations and Engagement will:

- Serve as a member of the division's executive leadership team guiding division-wide staffing, fundraising, and engagement strategy.
- Provide administrative leadership for Advancement | Foundation including university and Foundation budgeting, departmental reporting, and ensuring compliance with University and Foundation policies and procedures.
- Facilitate and provide organizational development leadership that fosters values-based goals planning and inclusion throughout workplace culture, employee engagement, and change initiatives.
- Facilitate division-wide strategic planning and reporting.
- Lead staff through coaching and development; maintain effective leadership culture at all levels; monitor outputs and outcomes of completed work of others including annual performance goals and metrics.
- Drive recruitment, retention, and operational strategies that grow a world-class Advancement | Foundation division.
- Serve on university committees as a division designee.
- Build and sustain strong and effective relationships with university leaders.
- Be accountable at the highest level for strategizing all activities related to meeting engagement goals.
- Oversee strategy for the university's growing alumni community of more than 205,000 worldwide.
- Manage engagement with specific goals, in alignment with NAU's strategic priorities, and to elevate philanthropy to meet fundraising and engagement objectives.
- Direct alumni and donor events program in alignment with university's vision and comprehensive campaign priorities.
- Train and support staff on engagement practices, relationship management, advancement procedures, metrics, and strategy.
- Guide collaborative and integrated annual and major giving opportunities into alumni outreach and engagement programming.

# LEADERSHIP AGENDA FOR THE NEXT ASSOCIATE VICE PRESIDENT, OPERATIONS AND ENGAGEMENT (CONT.)

- Drive strategic alignment and integration with communications, outreach, fundraising, and engagement initiatives.
- In partnership with division leadership and relationship managers, lead the coordination of presidential engagement with alumni and donors, ensuring a cohesive and impactful approach to donor relationships.

## Board leadership responsibilities:

- Oversee the NAU Alumni Association Board of Directors, including communications, annual engagement priorities, and meetings.
- Under the direction of the Foundation CEO, manage the NAU Foundation Board, including supporting board leadership, governance and engagement initiatives.
- Ensure NAU Foundation Board leadership and committees are staffed and support additional revenue-generation initiatives.
- Manage board accountability practices and processes to empower informed volunteer ambassadors and advocates.
- Facilitate board-level strategic planning and discussion.
- Oversee board recruitment and onboarding in partnership with board leadership and CEO.
- Facilitate ongoing engagement with volunteer boards and comprehensive campaign priorities and activities.

## MINIMUM REQUIREMENTS:

- The educational requirements, experience, and skills necessary to perform the duties of the position.
- Bachelor's degree in related field
- 4 or more years of leading across organizations
- 5-7 years of management or supervisory experience

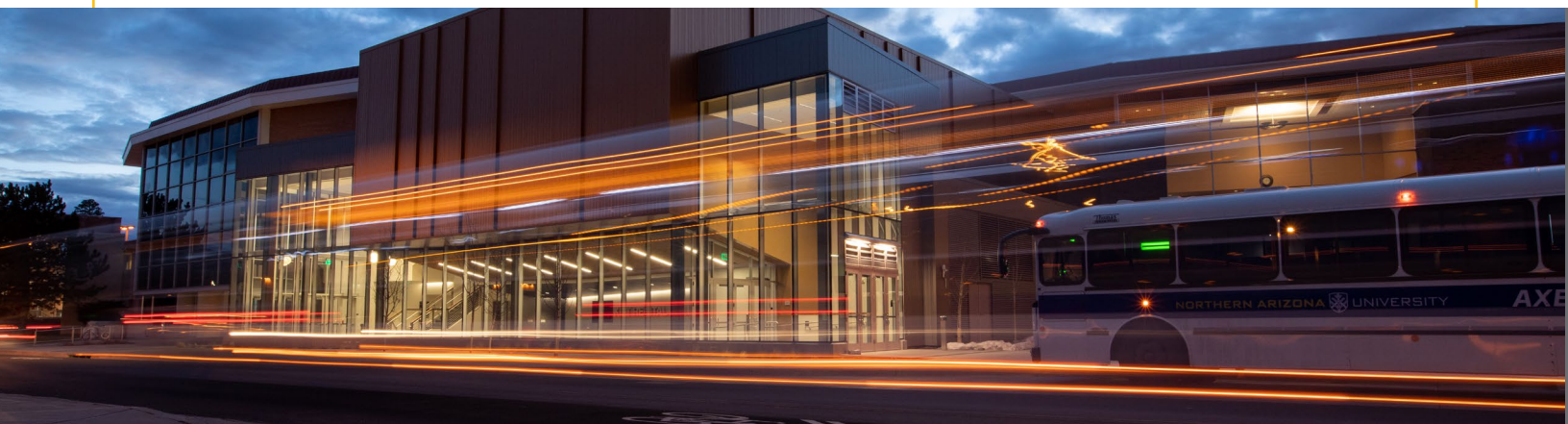
## PREFERRED QUALIFICATIONS:

- The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.
- Master's degree in relevant field.
- Experience with development and engagement operations and activities in a public higher education setting.

- Demonstrated experience in program development, implementation, and review, as well as budget and resource management.
- Experience with volunteer governing and advisory boards.
- Proven ability to build and lead teams to achieve/exceed annual strategic goals and objectives.
- Demonstrated experience working in and with a culturally diverse community.

## KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:

- Understanding of unique value proposition of Northern Arizona University
- Experience in planning, leading, and managing high-visibility projects that involve many stakeholders and inspiring, motivating, and coaching teams to achieve critical performance standards and outcomes.
- Strong command of performance data and metrics, including analysis, interpretation, presentation, and use to improve individual and team performance and results.
- Ability to develop, communicate, and implement complex strategies around broad ideas that involve many stakeholders.
- Demonstrated experience in building strong, trust-based relationships across an institution, and with alumni, donors, and volunteers.
- A consensus builder.
- Ability to articulate vision, priorities, and unique attributes of the institution internally and externally in a compelling and highly professional manner.
- Demonstrates high degree of entrepreneurship, self-motivation, and initiative; succeeds as an innovator and creative problem solver.
- Skilled communicator with the ability to convey powerful, complex ideas through simple, compelling materials.
- Demonstrated commitment to excellence, honesty, transparency.
- Ability and willingness to travel.
- The ability to bring out the best in others and empower staff.
- A results orientation.





## APPLICATION AND NOMINATION PROCESSES

Northern Arizona University has enlisted the support of Academic Search for this search. Those who are considering applying are encouraged to schedule a confidential conversation with the senior consultant, Ms. Kate Nolde, at [kate.nolde@academicsearch.org](mailto:kate.nolde@academicsearch.org). You may also go to her calendar to book an appointment at: [Book time with Kate](#).

Applications should consist of the following documents, to be submitted electronically

- A detailed letter of interest addressing the leadership agenda and qualifications as outlined in this profile.
- A full resume with relevant administrative responsibilities and accomplishments.
- A list of five professional references, including names, phone numbers, and email addresses, noting the candidate's relationship for each reference. References will not be contacted until later in the search process and only with the candidate's permission.

Application materials, nominations, and expressions of interest should be submitted to [NAUAVPOPS@academicsearch.org](mailto:NAUAVPOPS@academicsearch.org). Nominations should include the nominee's full name, position, institution/organization, and email address.

Although applications will be reviewed until the position is filled, to ensure consideration by the Search Committee, application materials should be received through [NAUAVPOPS@academicsearch.org](mailto:NAUAVPOPS@academicsearch.org) by **March 13, 2025**.

Finalists for the position will participate in campus interviews that will include a public presentation. A background check (including identity, degree verification, and criminal records check) must be completed satisfactorily for the candidate, contingent on acceptance of position.

*Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.*

*EEO is the Law Poster and Supplements*

*NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.*

# ABOUT ACADEMIC SEARCH

Academic Search is assisting Northern Arizona University in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

