Executive Director of Alumni Affairs
Rose-Hulman Institute of Technology
Terre Haute, IN
www.rose-hulman.edu

Send Nominations or Cover Letter and Resume to:
Anne Norton
Search Director
617-262-1102
anorton@LLLSearches.com

The Opportunity:

LOIS L. LINDAUER SEARCHES is proud to partner with Rose-Hulman Institute of Technology (RHIT) on its search for the position of Executive Director of Alumni Affairs.

Rose-Hulman has been ranked No. 1 in *U.S. News & World Report* among institutions whose highest degree in engineering is the master’s. It has landed that No. 1 spot for 17 years in a row. Rose-Hulman stands as an example of undergraduate science and engineering education that works. It joins talented students with faculty members focused on teaching and gives them a firm grounding in the liberal arts and sciences along with a first-rate technical education.
As the pace of scientific and technological innovation accelerates as never before, our nation is challenged to prepare new generations of young people who can pioneer those innovations, not just consume them. Our economy and our future depend on it. Rose-Hulman invests in human capital, setting the standard for undergraduate science and engineering educations. It shapes students who have the drive to overcome obstacles, solve problems, invent solutions, and create the future of industry and technology. The Brookings Institute ranks Rose-Hulman fourth in the nation in terms of ability to add value. Rose-Hulman alumni earn an average of 44 percent more by mid-career than would otherwise be expected from graduates of schools with similar characteristics and students.

With new leadership and a visionary strategic plan, Rose-Hulman is poised to become even stronger. Currently in the silent phase of a $300 million campaign, the Institute’s leadership is investing time and resource to enhance and grow the Institutional Advancement division. The ideal candidate for the Executive Director of Alumni Affairs will be a strong, accomplished leader in alumni programs who possesses superior interpersonal and diplomacy skills, and who can be successful during a time of transition and change. Over the last several years, Alumni Affairs has successfully implemented expanded opportunities for alumni engagement through increased clubs and new events. Alumni giving has been at a steady pace for the last several years, and more than 30% of alumni make a gift of some kind to the school. This year’s goal is to increase that figure to 35%.

The Executive Director of Alumni Affairs will mentor and manage a staff of three, will oversee an Alumni Board of up to 24 members, will interface with academics and leadership, and will identify optimal ways to engage the 15,500 alumni of Rose-Hulman. Candidates must be able to demonstrate the ability to build on existing programs and to identify new areas for collaboration with Institute Advancement, Student Affairs, Career Services, Continuing Education, and the larger Rose-Hulman community.
One third of alumni have graduated in the last decade and a large number of alumni have established noteworthy careers in the engineering, science, and technology sectors. Candidates with a track record of working with young alumni, in cultivating successful alumni from the STEM fields, and in utilizing volunteers’ time and talents on boards and committees will thrive in this role. Alumni are strongly encouraged to apply.

The Executive Director of Alumni Affairs will make an impact at one of the nation’s best engineering schools while enjoying a highly collaborative and supportive workplace environment. S/He will also work and live in a city that is recognized as one of the “Best Small Cities in America.” Terre Haute offers low cost of living, strong public and private schools, and a vibrant economy, and Rose-Hulman is a highly regarded contributor to the area’s level of employment.

Position Overview – Executive Director of Alumni Affairs

The Executive Director of Alumni Affairs directs and coordinates alumni activities by performing the following duties.

**Essential Duties and Responsibilities:**

- Develops and implements an annual plan that includes programs, services and events (local and nationwide) that enhances relationships between RHIT, its graduates and future graduates; works as a key member of the Advancement team to assist the VP for Institutional Advancement with identifying important volunteers and key alumni.
- Expands programs that increase alumni involvement and creates services that provide lifelong benefits to graduates; works with the Office of Annual Giving to encourage support from alumni through different programs and through the Alumni Board and Young Alumni Council.
- Recruits and supports alumni volunteers who will help conduct alumni club activities nationwide; utilizes campus committees and the members of the designated chairman on the alumni board to find new ways to honor alumni as well as continue the established traditions in place.
- Provides assistance to help RHIT achieve goals in many areas including admissions, career services and development.
- Oversees the responsibility for alumni relations projects which includes providing support to the Student Alumni Association and the Young Alumni Council.
- Manages an annual office budget.
- Provides leadership, support, and supervision to the Alumni Association Advisory Board.
- Utilizes the Alumni Center as space for alumni activities and creates exhibits that promote the success of Rose-Hulman alumni and their service to the Institute.
• Works with the Vice President to develop the annual plan and goals; works with other Development staff to coordinate a strategic approach for alumni giving and engagement.
• Collaborates with Vice President for Marketing and Communications for Echoes articles, class notes and alumni communications including e-newsletters and online services.

SUPERVISORY RESPONSIBILITIES

Directly supervises three employees in Alumni Affairs; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

• Bachelor's degree in related field required
• Previous knowledge of higher education preferred
• Alumnus of Rose-Hulman desired
• Proven success in managing volunteers, students and other professionals required
• Excellent oral and written communication skills and strong interpersonal skills required
• Experience with major event planning and coordination
• Ability to work evening and weekend hours with year-round travel required
• Excellent organizational and people skills essential

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license with acceptable MVR (motor vehicle report) required.

ADDITIONAL RESPONSIBILITIES

Other duties as assigned.
Development Overview

The Campaign for Rose-Hulman:

The Campaign for Rose-Hulman will empower RHIT as it supports faculty to lead the way as innovators in undergraduate teaching, setting the standard that others follow. It also will focus the Institute on engagement of its alumni as lifelong members of the Rose-Hulman family. In addition, the Campaign will heighten Rose-Hulman’s profile for a national and even global audience. The end result will be an institution that is better positioned for the long term and more widely recognized for what it does so well.

With a goal of $300 million, the Campaign for Rose-Hulman will:

- Increase Endowment for Students and Faculty: $180 million
- Build New Spaces for Living and Learning: $70 million
- Strengthen The Fund for Rose-Hulman: $50 million

Client Overview – Rose-Hulman Institute of Technology

Located on a 200-acre campus in Terre Haute, Indiana, Rose-Hulman Institute of Technology is a small private college with the mission to provide its students with the world’s best undergraduate science, engineering, and mathematics education in an environment of individual attention and support. Founded in 1874 as the Rose Polytechnic Institute, its name was changed in 1971 to Rose-Hulman Institute of Technology.

The school’s primary focus is undergraduate education, though there is a small graduate program for master’s degree students. There are no doctoral programs. Admission to the institute remains competitive.
due to its self-selecting admissions class and applicant sharing with Purdue, Notre Dame, and other top universities.

As of 2014, the Institute has been ranked #1 among engineering colleges whose highest degree offered is a Bachelor’s or Master’s by U.S. News & World Report for 17 consecutive years. Each individual program assessed has also been ranked first since the magazine has published individual rankings. These programs are the chemical, civil, computer, electrical, and mechanical engineering programs. With 99% placement, the school is ranked in the Payscale top 10 for starting salaries. The Brookings Institute ranks Rose-Hulman fourth in the nation in terms of ability to add value. Rose-Hulman alumni earn an average of 44 percent more by mid-career than would otherwise be expected from graduates of schools with similar characteristics and students.

The Princeton Review calls Rose-Hulman “one of the top undergraduate engineering schools in the country.” The Review ranked Rose-Hulman No. 5 for best career placement and No. 8 for colleges that “pay you back.”

Rose-Hulman’s faculty has included 13 Fulbright Scholars since 1975 and many noted authors (See a selected bibliography of books authored by Rose-Hulman faculty). Each year, its students reap national accolades and its teams compete well nationally. Take the Rose-Hulman Human Powered Vehicle Team as a prime example. For three consecutive years, the team has captured national championships in the American Society of Mechanical Engineers’ competitions. In the competition, the student teams design and build aerodynamic vehicles capable of road use. Rose-Hulman's student-athletes also shine brightly participating in the NCAA Division III in the Heartland Athletic Conference. Since 1978 more than 80 Fighting Engineers have been named Academic All-Americans. Other students have been listed in USA Today’s All-USA College Academic Team.

Arts and culture opportunities also abound at Rose-Hulman. The Institute possesses a vast, world-class art collection which is carefully displayed throughout campus for visitors, students, and faculty to enjoy. The Rose-Hulman Collection features impressive pieces, including 130 19th century British watercolors of the realism school, 100 paintings and crafts by Hoosier
artists or about Indiana (from the Tri Kappa Collection), more than 650 paintings by the late D. Omer "Salty" Seamon, noted Indiana watercolorist, 400 ceramic works by the late, internationally known Mary Alice Hadley, including urns, plates, bowls and wall hangings, and paintings and bronze castings depicting scenes of the American West (from the Swango Western Art Collection). In addition to these permanent pieces of the collection, Rose-Hulman has ongoing exhibits on display throughout campus.

Another great cultural treasure at Rose-Hulman is Hatfield Hall, home to its popular Performing Arts Series which brings national tour groups, plays, musical events, ballets, comedians and more to the 602-seat theater for students and the community to enjoy.

**Rose-Hulman Connections with Business and Industry:**

Rose-Hulman has developed great relationships with the business, industry and government leaders who love to hire its outstanding graduates. The Institute’s annual Career Fairs bring nearly 700 recruiters from more than 300 companies and corporations each year to campus.

At present, the following companies are Career Services Partners of Rose-Hulman. Their support helps to develop recruitment-focused activities on campus such as speaker series and workshops, sponsorships for students to attend conferences, and the development of publications.

- Bemis
- Bonar Group
- GAI
- Bostik
- Caterpillar
- Frito-Lay
- Milliken & Company
- ON Semiconductor
- Proctor & Gamble
- Rincon Research Corp.
- Texas Instruments
- Wolverine Trading

In addition to business partners, Rose-Hulman also has important relationships with other educational institutes. It has active exchange programs with several universities, including:

- Beihang University Beijing, China
- Furtwangen University, Germany
- Kanazawa Institute of Technology, Japan
- Royal Institute of Technology (KTH), Sweden
- Seoul National University of Technology, Seoul
- University of Aizu, Aizuwakamatsu, Japan
- University of Applied Sciences, Ulm, Germany
- University of Stuttgart, Germany
- University of Magdeburg, Germany

**Rose-Hulman Ventures:**

Started in 2000, Rose-Hulman Ventures employs more than 80 students each year to work on real projects for real industry clients, solving real problems. This is an important opportunity for students early in their careers to understand a business and then factor its concerns into their work. Recent teams have worked on everything from “smart” trash cans, to digital tools for more efficient crop planting, to the Freedom One Mobility Wheelchair, which can navigate indoor and outdoor terrain.

**Location**

**Terre Haute, Indiana:**

Early French fur traders gave the city the name Terre Haute, French for “high ground,” referring to the way the land overlooks the Wabash River, an early-American lifeline of the Midwest.

Located in southwestern Indiana, the city had a total population of 60,785 and its metropolitan area had a population of 170,943 as of the 2010 census. The city is the self-proclaimed capital of the Wabash Valley, and its residents are friendly with Hoosier hospitality and Midwestern values. With numerous higher education institutions located in Terre Haute, the city has embraced its college town persona; there are three other colleges in town besides Rose-Hulman: Indiana State University, with about 10,000 students, Saint Mary-of-the-Woods, a small Catholic Liberal Arts institution, and Ivy Tech Community College. It’s a great place to go to school.
Terre Haute is also within two hours of Big Ten schools like Purdue University, Indiana University and the University of Illinois. Chicago, Cincinnati and St. Louis are each within a three-hour drive. Indianapolis is just an hour away by car and is a major metropolitan city with professional sports, major cultural programs, great shopping, dining and lots of fun places to hang out.

Terre Haute was named the "Community of the Year" in 2010 by the Indiana Chamber. The city has two television stations, a symphony, several parks, a tight-knit art scene, and plenty of concerts and festivals. The Swope Art Museum and the new Children’s Museum are both located in downtown.

Historic parks such as Deming Park or Hawthorn Park are nearby. Walk, run or ride a bike on the National Road Heritage Trail located just behind the Rose-Hulman sports fields and walk about five miles east to downtown Terre Haute. Honey Creek Mall, or any of the city’s collections of specialty stores, offers shopping, while a variety of entertainment can be found at Terre Haute’s two movie multiplexes, laser tag, mini-golf, bowling, roller rink, Community Theatre of Terre Haute, Terre Haute Symphony, a thriving farmers market, and great festivals and entertainment.

Like other Midwest manufacturing cities, Terre Haute faced daunting challenges as it neared the end of the 20th century. Outmigration of the population and the closure of long-time manufacturing operations were economic challenges that community leaders met with a combination of hard work and ingenuity.

Much of the city’s resiliency can be attributed to the diversity of the local economy. Manufacturing continues to be an important part of that, thanks to the formation of the Vigo County Industrial Park over 20 years ago. The efforts of the Terre Haute Economic Development Corporation, in cooperation with city and county government, have made the Industrial Park home to some of the world’s leading companies – Companhia Siderúrgica Nacional’s (CSN’s) cold-roll steel processing facility, Staples Corporation’s Midwest Distribution Center, Advics automotive brake systems manufacturing facility and ThyssenKrupp Presta’s automotive steering systems manufacturing facility, and CertainTeed’s fiber cement board manufacturing plant.

The revitalization of the downtown area can be traced to the construction of First Financial Bank’s new headquarters building in the late 1980s and creation of the city’s first tax increment financing (TIF) district,
which funded the first downtown parking structure. Over the years, more initiatives followed, including construction of several new office buildings and a second downtown parking structure.

With the efforts of nonprofit groups such as Downtown Terre Haute and other expansion initiatives, many positive changes have once again spurred growth downtown. Several new hotels and businesses have been added to the "Crossroads of America" near 7th & Wabash, outdoor events and festivals attract crowds nearly every weekend during the summer months, and the 7th Street Arts Corridor and Terre Haute Children’s Museum, completed in 2010, enhance the appeal of the downtown area. Property owners throughout downtown were inspired to rehab and renovate their buildings.

In addition to significant recent advancements in manufacturing, downtown revitalization, and higher education, Terre Haute continues to be a major regional center for health care, retail shopping, recreation, entertainment and the arts.

For more information, please click here.

**Background Checks:**

Prior to submitting your resume for this position, please read it over for accuracy. LLLS does verify academic credentials for its candidates, and our clients frequently conduct background checks prior to finalizing an offer.
To learn more, call
Anne Norton, Search Director at
617-262-1102
or send nominations or cover letter and resume to
anorton@LLLSearches.com.
All inquiries will be held in confidence.

Setting the Standard in Development Search

420 Boylston Street, Suite 604, Boston, MA 02116
617.262.1102
www.LLLSearches.com
Leadership:

James C. Conwell, PhD, PE
President

An engineering executive and former engineering educator, James C. Conwell, PhD, PE, came to Rose-Hulman as its 15th president in May 2013 with wide-ranging experience in the global business environment. As vice president of the Fortune 500 company Jacobs Engineering Group (NYSE: JAC), one of the world’s largest and most diverse providers of engineering and technical services to primary markets, Conwell has headed projects in a number of countries and across a variety of industries: automotive, defense, mining, oil/gas, aerospace, and pharmaceuticals.

In commenting on his role as president, Conwell states: “I share a common aspiration with Rose-Hulman: a knowledge and passion that meeting the next wave of global challenges will require strong technical, creative thinkers who can work with diverse groups to bring results and solutions.” He adds, “I believe Rose-Hulman is uniquely positioned to help shape the next generation of scientific and engineering problem solvers with the institute’s environment of individualized student attention and support.”

After receiving both his bachelor and master of science degrees in mechanical engineering from the University of Tennessee, Conwell became a senior engineer for Procter & Gamble manufacturing in 1983. He continued his education, earning a doctorate in mechanical engineering at Vanderbilt University, where he was recognized with awards for his teaching in the College of Engineering.

He moved in 1990 to Louisiana State University, where he was associate professor of mechanical engineering, continued to receive teaching recognition, and developed a funded center for assistive technology for disabled individuals, advised senior design projects, and earned patent recognition for his designs in the process.

In 1993, Conwell became the chairman of the department of mechanical engineering at Grove City College, a small private school of about 2,000 predominantly undergraduate students in Pennsylvania. He led the
accreditation efforts of both the mechanical and electrical engineering departments there, and continued one of his special interests by developing a senior design program focused on assistive aids for the disabled.

In addition to academic activities, Conwell had the opportunity to work with Sverdrup Engineering, a company known over the world for its wind tunnel design expertise. He became a Sverdrup engineering manager, transitioning from academia to an executive career path. Conwell started up and helped lead a specialized business unit in Sverdrup to design and build test facilities, including wind, thermal and other environments for the automotive industry.

Sverdrup merged into Jacobs Engineering, and in 1999, Conwell became vice president of the Jacobs Engineering Group in Southfield, Mich., responsible for all activities of this full-services engineering unit. Starting the unit as one of three original members, Conwell and his team grew the business to a workforce of more than 400 with revenues exceeding $100 million annually. Conwell’s responsibilities included all engineering operations, business development, marketing and public relations, contract negotiation, quality, budget development and management, and staff recruitment, development and retention.

Conwell led his Jacobs team to record financial performance for each of the five years previous to his tenure at Rose-Hulman. One of the more creative aspects of Conwell’s leadership at Jacobs was the establishing of a series of new types of relationships with automotive manufacturers, growing a substantial business in market niches and services that did not previously exist.

Read more about President Conwell here.

Steven P. Brady
Vice President for Institutional Advancement

Steven P. Brady, a successful higher education fundraising professional whose career began as a student phonathon caller, joins Rose-Hulman as its Vice President for Institutional Advancement.

Brady was previously the Senior Director for Major Gifts and director of the Fueling Innovation fundraising campaign at Illinois Institute of Technology (IIT). He helped the Chicago-based science, technology, engineering, and mathematics (STEM) institution reach its milestones in a $250 million campaign that is set to conclude in December 2016. “Steve has a wealth of knowledge in all aspects of institutional advancement, is familiar with building valuable relationships with
STEM professionals, and has led successful teams that support a higher education institution’s short- and long-term financial objectives,” says Rose-Hulman Institute of Technology’s President James Conwell.

As vice president at Rose-Hulman, Brady will oversee operations involving elements of fundraising, alumni affairs, and corporate and foundation giving. Starting as a phonathon caller and student phonathon manager while attending Webster University in St. Louis, Brady moved into a full-time position as Webster’s phonathon coordinator after his graduation in 1996. He later served as director of the College Fund at St. Joseph’s College in Rensselaer, Indiana, implementing a successful faculty and staff giving program and designing strategies to raise alumni donor participation by 11 percent over the course of six years.

Brady joined IIT in 2006 as a major gifts officer, but was soon asked to serve as Acting Director for Alumni Relations. A year later, he moved into a role as Senior Director for Major and Planned Gifts, where he developed the process, policies, and procedures for prospect management that remain in use at IIT today. Brady assumed an additional role as Associate Campaign Director in 2010, and became the Campaign Director in 2013. He will officially begin his new position at Rose-Hulman on January 1, 2016.

“It is an honor to have the opportunity to work with President Conwell, his administrative cabinet, the board of trustees, faculty, and staff members to support Rose-Hulman’s incredibly committed and talented students and alumni,” Brady states. “I am looking forward to working with the close-knit campus community to realize the mission of being a lifelong partner to its alumni and friends, while addressing the problems of a complex global society.”

Brady succeeds Rickey N. McCurry, who became Vice President for Development and Alumni Affairs at the University of Tennessee. McCurry also was named President and Chief Executive Officer of the University of Tennessee Foundation.