Executive Director CSM Alumni Association

Colorado School of Mines (Mines) invites applications for the Executive Director of the CSM Alumni Association (CSMAA). This position reports to the President of Mines, and will have a dual reporting responsibility to the CSMAA Board of Directors.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Mines has an enrollment of over 5,500 students in undergraduate and graduate degree programs in engineering and applied science. For more information visit us at: www.mines.edu.

Responsibilities: The Executive Director serves as a visible external ambassador of the CSMAA and Mines and works internally with the CSMAA Board, the President of Mines and the President of CSM Foundation, and/or appropriate designees, to develop strategic priorities for alumni relations and programs that build a strong alumni community.

The Executive Director serves on the President’s Cabinet, and collaborates with colleagues in the CSM Foundation and the university’s faculty and administration to create and maintain pathways for alumni engagement in Mines’ programs and other participation that advances the goals of Mines.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Qualifications: Required are a bachelor’s degree, with special consideration given to a degree from Mines, and professional experience in alumni relations or evidence of significant volunteer experience serving on or leading alumni or non-profit organizations that serve multiple internal and external stakeholders. Also required is experience with leadership responsibilities requiring significant external communication and success in motivating staff, colleagues, and volunteers. Must have a proven track record of collaboration and building consensus across organizational boundaries, excellent judgment, the ability to work in both a team-oriented environment and to work independently and the ability to effectively communicate with and engage alumni, students, parents, and organizations in support of the institution. Must be a self-directed strategic thinker with exception writing, editorial, verbal communication, and interpersonal skills. Must be able to travel and to work evenings and weekends as needed.

Compensation: Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: http://family.mines.edu/
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How to Apply: Applicants must send a letter of application and résumé addressing the position’s requirements, along with the names and contact information of three professional references to: Colorado School of Mines, Human Resources Office, Search #16-180060, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by July 11, 2016.