

*Position Announcement*



# Foundation and Alumni Association

## Assistant Director of Alumni Relations

Marshall University Foundation

Huntington, West Virginia

**Reports To** Vice President of Alumni Relations

**Organization Profile** Located in the heart of Huntington, West Virginia, The Marshall University Foundation Inc. (Foundation) was chartered on January 3, 1947 as an independent nonprofit organization to receive, invest, administer and disburse private resources on behalf of Marshall University. Founded in 1837 and named after Chief Justice John Marshall, definer of the Constitution, Marshall University advances the public good through innovative, accredited educational programs. Marshall University is led by West Virginia native, President Brad D. Smith, who joined the University in 2022 after a successful career as a Silicon Valley CEO.

Nico Karagosian, President & CEO of the Foundation, leads a team of more than 30 gift officers, alumni relations, advancement services, and finance professionals to achieve the Foundation's mission. The Foundation plays a crucial role in providing the support critical to the continuing success of this nationally prominent university.

The Foundation collaborates with President Smith to achieve his groundbreaking *Marshall For All* program. Designed to eliminate student loan debt, this program ensures that students graduate not only debt-free, but also equipped with invaluable work experience and financial literacy skills. By combining scholarships, grants, work-study opportunities, and family contributions, *Marshall For All* empowers students to focus on their education and future careers without the burden of financial stress.

## Foundation Mission, Vision, and Strategic Priorities

### **Mission Statement**

The mission of the Marshall University Foundation Inc. is to maximize continuous financial support for Marshall University and its students by soliciting, receiving, investing and administering private gift support. The Foundation is committed to providing professional service to Marshall University, its students and donors.

### **Vision Statement**

The Marshall University Foundation Inc. will support and strengthen the continuing development of Marshall University by creating a culture of philanthropy, volunteer leadership and exemplary fiduciary responsibility.

### **Strategic Priorities**

- Enhance private support and celebrate its lasting impact.
- Foster and cultivate relationships to strengthen and sustain alumni engagement.
- Prioritize transparency, financial stability and operational excellence.

## Position Summary

The Assistant Director of Alumni Relations serves as a key ambassador for Marshall University's alumni community, helping to foster lifelong connections among Marshall alumni. Reporting to the Vice President for Alumni Relations, this role works closely with colleagues across University Advancement to steward relationships with alumni, students, donors, and friends of the university, plan events, and coordinate volunteer programs. This position helps bring Marshall traditions to life while building a culture of pride, affinity, and connection. In collaboration with the Director of Alumni Engagement, the Assistant Director will play a pivotal role in energizing our current 30+ alumni chapters and emerging chapters with meaningful engagement and support.

The Office of Alumni Relations is part of the university's integrated advancement enterprise, overseen by the President & CEO of the Marshall University Foundation. The Assistant Director may also contribute reports, presentations, and strategic support to the President & CEO as needed, helping align alumni engagement with broader philanthropic and institutional goals.

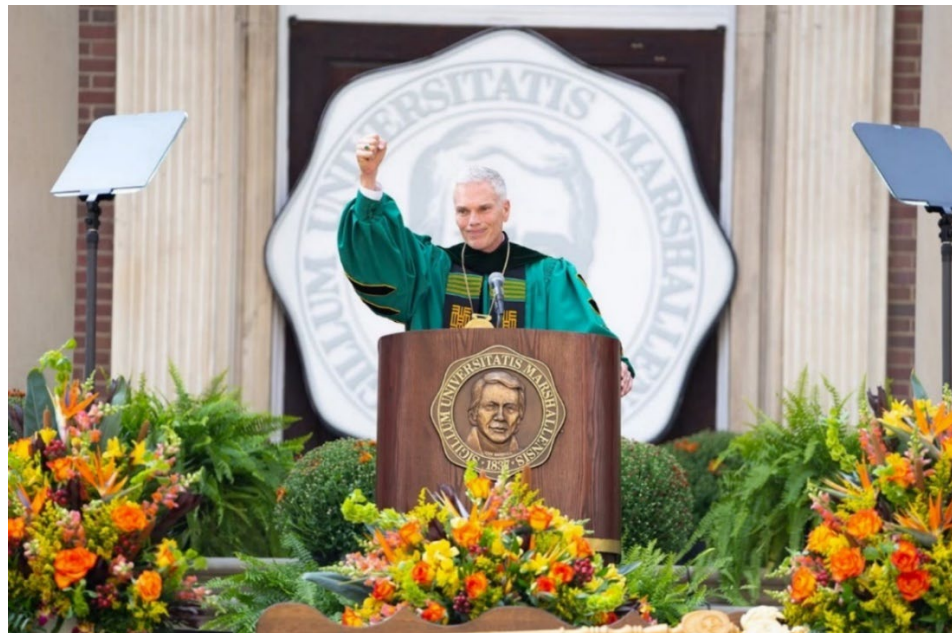
**Responsibilities**

**MUAA Board Support & Volunteer Coordination (20%)**

- Provide administrative and logistical support to the Marshall University Alumni Association Board of Directors and Board Committees (MUAA Board).
- Assist with agendas, scripts, minutes, and documentation for board and committee meetings.
- Coordinate logistics for MUAA Board retreats, workshops, and travel.
- Oversee committee projects, nominations, and elections for the MUAA Board.
- Collaborate with the alumni relations team to support volunteer programs including Alumni Mentors, Student Alumni Council, and regional chapter leaders.
- Foster and increase volunteer participation in Foundation events.

**New and Emerging Chapters and Programs (20%)**

- Lead the identification and development of new and emerging MUAA Chapters.
- Conduct prospective calls and provide support for emerging MUAA Chapters.
- Coordinate and nurture the growth of the MUAA Student Alumni Council.
- Create strategies and implement programs to engage young alumni.
- Facilitate bank account setup for MUAA chapters.



**Brad D. Smith joined Marshall University in 2022 as President.**

**Events Coordination (30%)**

- Collaborate with the Director of Alumni Engagement to plan and implement Marshall Alumni Association events including the annual Alumni Awards, Homecoming festivities, regional chapter gatherings, and other assistance as needed.
- Collaborate with the Big Green (the fundraising arm for Marshall University Athletics) to support athletic-related alumni events such as tailgates, watch parties, and game-day hospitality experiences.
- Manage event budgets in collaboration with the Vice President for Alumni Relations and Senior Director of Alumni Operations; process transactions and compile financial reports.
- Collaborate with the Senior Director of Alumni Operations to: produce event-related materials, including attendee lists, briefing materials, and post-event reports, maintain the master alumni event calendar, and track engagement metrics.

**Customer Service & Alumni Relations (30%)**

- Manage sensitive alumni and donor data with discretion and professionalism.
- Collaborate with the alumni relations team to generate reports based on alumni engagement, event participation, and volunteer activity.
- Interact daily with high-level stakeholders including MUAA Board members, university leadership, and community partners.
- Celebrate alumni milestones and achievements with warmth and precision, reinforcing the lifelong value of being part of the Marshall University Alumni family.
- Other duties as assigned.

**Qualifications  
Required**

- Bachelor's degree from an accredited college or university.
- Excellent verbal and written communication skills.
- Superior organizational and time-management abilities.
- Proven experience creating and modifying files in the Microsoft Office Suite (Excel, PowerPoint, Word).
- Demonstrated ability to handle confidential information with discretion.
- Ability to work evenings, weekends, and holidays to fulfill the job responsibilities.
- A personal vehicle and ability to travel to fulfill the job responsibilities.

**Qualifications  
Preferred**

- Experience leading programs and increasing engagement in higher education, fundraising, nonprofits, or related field.
- Familiarity with alumni relations, donor stewardship, or volunteer coordination.
- Detail-oriented with a high level of accuracy.
- Strong analytical, critical thinking, and project management skills.
- Ability to work independently in a fast-paced environment.
- Commitment to fostering a professional and collaborative workplace.



**Memorial Fountain – a visible reminder of the November 14, 1970, plane crash in which 75 Marshall football team members, staff and supporters' lives were lost.**

**Memorandum**

The salary and benefits are competitive and commensurate with experience and qualifications. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.



Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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