

THUNDERBIRD
INDEPENDENT ALUMNI ASSOCIATION

10 July 2017

As a dedicated stakeholder in TIAA, I want to inform you that Lenora Greene '02 has let us know she is resigning from her role as Executive Director of the TIAA.

We are very proud of what she has been able to help TIAA achieve during her tenure as Executive Director. She has brought substantial growth to the membership, introduced new member offerings such as the Crossing Borders publication, the TIAA Annual Report, and helped move the brand to focus on being a professional association. Thanks to Lenora, TIAA is well positioned for continued growth. Lenora and her husband Ron Greene '03, will continue to be active TIAA Premier Members.

Lenora felt this was the right time for her to move forward to pursue new opportunities in both her professional and personal life. She will stay on until the end of July as we work through the transition process and begin the executive search to fill the role. Until the role is filled, Jake Strickler '17 will run the TIAA office in Scottsdale and Will Counts '09 will also continue to offer support.

The Board of Directors and I are now beginning the search, with Lenora's support, for an alumnus to fill the role of Executive Director, based in Phoenix. If you, or someone you know, would be interested, please review the job description below.

Please contact me, any of the Board members, or Will, for more information or if you have further questions. In addition, please join me in thanking Lenora for her service to TIAA and in wishing her well in the future.

Sincerely,



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TIAA EXECUTIVE DIRECTOR JOB DESCRIPTION

Reporting to the Board of Directors, the Executive Director (ED) will have overall operational responsibility for TIAA's staff, programs, expansion, and the execution of its mission. The candidate will report to and work closely with the Board of Directors to advance the strategic objectives of the association.

The ideal candidate for TIAA's Executive Director will have extensive and direct hands-on experience developing working relationships, building organizations, and managing internal operations. This individual will be a graduate of Thunderbird School of Global Management. They should have experience with social media marketing, public relations, and understand the global challenges with each of these. The person should possess a passion for international business, and be comfortable working in multiple environments. Frequent travel, including international travel will be required. The ideal candidate must be a team player, work well with volunteer groups, be exceptionally skilled at influencing others, and be able to collaborate through remote mediums.

Leadership & Operations Management:

- Actively engage with Board Members, TIAA volunteers, event committees, alumni, and partnering organizations in support of TIAA's mission;
- Report to the TIAA Board of Directors: provide detailed monthly reports, detailed member statistics, renewal reports, plan Board Meetings, create meeting agendas, prepare minutes, weekly updates, regular updates and respond to email in a timely fashion;
- Responsible for daily operational management of the association;
- Develop, maintain, and support a strong Board of Directors;
- Create and manage TIAA's annual budget and accounting program;
- Lead, coach, develop, and retain TIAA's staff and any interns;
- Play a key role in the oversight and enhancement of volunteer participation to fill key roles within TIAA;
- Assume responsibility of special projects as needed and required;
- Maintain a current Job Objectives Agreement (JOA) that will be developed with the Board of Directors.

Fundraising & Communications:

- Expand revenue generating and fundraising activities to support the growth of TIAA;
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand;
- Create or coordinate and be responsible for all alumni communications;
- Establish, maintain and manage all outbound communication campaigns to various membership segments
- Use external presence and relationships to garner new opportunities.

Planning & Growth:

- Support the Board’s initiatives to build partnerships with Thunderbird and ASU;
- Increase TIAA membership and maintain existing TIAA members through well-conceived new membership initiatives and renewal programs;
- Establish relationships with alumni, and alumni Chapter leaders;
- Coordinate alumni activities around the world;
- Develop and produce Return on Investment analysis reports for TIAA events.

Qualifications

The ED will be a Thunderbird graduate and thoroughly committed to TIAA’s mission. All candidates should have proven leadership, operational, and relationship management experience.

Key attributes to include.

Exceptional Planning and Implementation - Strategic thinker, analytical, open-minded, and intellectually aggressive. Easily able to grasp complex situations to create well-reasoned plans of action that can be implemented. Will embody a good balance between risk taking and seasoned judgment.

External/Internal Credibility – Able to represent TIAA with distinction and professionalism to various internal and external constituencies. Will take ownership of the responsibilities and yet have the self-confidence to seek counsel as needed.

High Ethical Standards – Will ensure the personal achievement goals are never at the expense of TIAA’s core value’s purpose or mission.

Communications and Marketing – Will possess demonstrated expertise in social media marketing, print copy, and other mediums to achieve distinct and definable results.

Specific requirements include, but are not limited to:

- Thunderbird full-time degree, with a preferred 10 years of experience;
- Comfortable working in a flat organizational structure;
- Well-organized and superb planning skills;
- Globally oriented and experienced working internationally;
- Keen administration management skills;
- Willingness to adapt to a changing set of priorities and to work in a complex, decentralized organization;
- Excellence in organizational management with the ability to lead, and develop high-performance teams, set and achieve strategic objectives, and manage a budget with strong accounting skills;
- Past success working with a Board of Directors;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning;
- Ability to work effectively in collaboration with diverse groups of people;
- Enthusiasm, sense of humor, and flexible;
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Location

Scottsdale, AZ

Compensation

An attractive compensation and bonus package commensurate with the significant responsibility and importance of this position will be offered to the successful candidate and will be aligned to the candidate's experience.

Contact

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