



POSITION SPECIFICATION

EXECUTIVE DIRECTOR

University of the Andes Foundation

New York, NY

Leadership Search Partners

is a search firm focused exclusively on the nonprofit sector. Based in San Mateo, California the firm works with regional, national, and international nonprofits to help them hire exceptional senior-level leaders.

Scott Staub, ACFRE, Managing Director

is leading this search assignment. Inquiries may be made, in confidence, to Scott Staub at scott@leadeshipsearch.com



TITLE: Executive Director

ORGANIZATION: University of the Andes Foundation

LOCATION: New York, NY

REPORTS TO: President, University of the Andes Foundation

MISSION

The University of the Andes Foundation is a 501(c)(3) tax-exempt organization which brings together alumni and friends of Universidad de los Andes in Bogotá, Colombia. The Foundation reaches out to people throughout the United States and around the world to build a community of alumni and friends.

ABOUT THE UNIVERSITY OF THE ANDES FOUNDATION

The Foundation advances the interests of the University in the United States. It devises and operates constituent relations programs for US based alumni and friends and raises grants and contributions, which may be eligible for US tax deductions in accordance with policies governing 501(c)(3) organizations.

The Board of Directors of the Foundation, at its discretion, directs funds to the University for general support and for particular programs.

The Foundation is headquartered in New York City and manages programs throughout the United States. Foundation activities are coordinated with the work and priorities of the University Rector, senior University executives including the Vice Rector for Advancement, and the deans and faculty of the University.

ABOUT UNIVERSIDAD DE LOS ANDES

Universidad de los Andes was founded in 1948, and it was the first private university in Colombia that was independent from political or religious movements or parties. It was conceived as a study center, a research center, and a place where truth could be upheld. Ever since the University was founded, its activities have focused on excellence, and this is affirmed in the Comprehensive Development Plan (CDP).

It is currently the only private university in the country that has been awarded a ten-year institutional accreditation for quality by the National Ministry of Education through Resolution 582 of January 9th, 2015.

Universidad de los Andes was ranked fifth by the QS University Rankings 2019 in Latin America, and it occupied the 272nd spot globally. Moreover, the Faculty of Management has the prestigious "Triple Crown," which consists of three accreditations (EQUIS, AMBA, and AACSB);



this is only held by 1% of business schools around the world. Additionally, eight undergraduate programs in the Faculty of Engineering have the International ABET accreditation.

ABOUT THE OPPORTUNITY

The University of the Andes Foundation is a 501(c)(3) tax-exempt organization which brings together alumni and friends of Universidad de los Andes in Bogotá, Colombia. The next executive director is poised to be a gamechanger for helping realize the ambitious goals for Colombia's premier university. Working closely with the Foundation's board of directors and University leaders, the executive director will forge new relationships with alumni and friends of Universidad de los Andes to fund scholarships, research, and innovative inquiries into areas like biodiversity, corruption in Latin America, or the study of violence and drug trafficking. The next executive director must be an accomplished major gift fundraiser who is comfortable working independently, yet collaboratively within the broader scope of the Foundation and University. Cultivating and realizing major gifts to the Foundation that will serve as catalysts for students, faculty, and research at the University.

The executive director will travel regularly to the beautiful Universidad de los Andes campus in Bogotá, Colombia to meet with the rector, chief development officer, deans, and others. Significant travel in the United States will be required to meet with friends and alumni of the University, particularly in the metro New York City area, Miami, and Andes primary US constituency markets. The executive director will be working alone much of the time and will have the flexibility to work from home when not traveling.

The successful candidate will be culturally sensitive to Latin America. Fluency in Spanish is highly preferred.

Responsibilities

Major Areas of Accountability:

- **Strategy Development and Organizational Leadership**
 - Develop strategic goals and initiatives for the Foundation that result in the Foundation's increased capacity to achieve its mission. Priorities include establishing strong team relationships with key University staff at the home campus.
 - Manage the day-to-day operations of the Foundation office, including setting financial and programmatic goals, analyzing results, and taking corrective actions; ensure that all University of Los Andes Foundation financial standards, operating policies, programmatic commitments, and legal requirements are met.
 - Manage and support the work of the Foundation Board of Directors.
 - Focus resources on the most critical, high-leverage projects and strategies.

- **Fundraising, Alumni Relations, and External Relations**
 - On behalf of the Foundation, represent Universidad de los Andes throughout the United States and raise its profile and visibility to alumni, funders, partners, policymakers, and the public.
 - Along with appropriate volunteers, lead University of Los Andes Foundation's fundraising to cultivate and solicit major donors including alumni, foundations, corporations, and government agencies to significantly increase contributions for University of Los Andes Foundation.
 - Work closely with the University of Los Andes Foundation Board of Directors to support the efforts to further the development of a strong national organization through fundraising, alumni relations, and other programs.
 - Collaborate with Universidad de los Andes in designing and implementing donor and constituent relations strategies.
 - Work closely with, support, and provide guidance to the Universidad de los Andes advancement team to expand University of Los Andes Foundation's capacity for support from United States sources.

Professional Experience/Qualifications

Experience:

- 7 years' progressive professional experience, to include 2 years at a senior management level.
- Demonstrated success in fundraising and alumni relations; in particular, extensive experience with major donors, foundations, corporations, and government funders.
- Demonstrated experience overseeing complex or multiple projects through to success, including meeting financial goals, project deadlines, and coordinating the work of key staff and partners.
- Demonstrated commitment to creating an equitable, diverse, and inclusive environment; ability to build and lead a diverse team of peers, board members and supporters.

Skills:

- Strong leadership skills, with an entrepreneurial spirit and strong business and management skills; demonstrated ability to inspire and motivate peers, volunteers, donors, and potential partners a must.
- Demonstrated ability to succeed in a complex organization - strong ability to influence and persuade others required.
- Outstanding interpersonal skills, judgment, and a demonstrated ability to collaborate and build coalitions with a wide range of individuals and organizations at the regional and international levels.
- Tech-savvy approach, including proficiency with Microsoft Office applications, budgeting systems, and donor databases. Comfort with and interest in leveraging technology to maximize impact and network engagement.
- Excellent and persuasive communication skills, both written and oral, including substantial public speaking experience, and the ability to effectively represent



Universidad de los Andes and the Foundation to alumni, donors, and other leaders, as well as in traditional and social media.

Knowledge:

- Knowledge of Colombia and US political and demographic realities with broad connections to partners and the philanthropic community.

Personal Characteristics:

- Willingness and ability to travel routinely throughout New York and nationally, as required. Regular travel to the home campus is also required.
- A strong commitment to the mission, values, and programs of Universidad de los Andes and the Foundation.
- Fully bi-lingual in Spanish and English highly preferred. An appreciation and understanding of Latin American and United States cultures preferred.

Education:

- Bachelor's degree required; advanced degree strongly preferred.

COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate.

TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of University of Los Andes Foundation. Interested candidates should apply via email by sending a letter outlining qualifications, brief bio and resume as PDF or Word documents to Stacey Konner at Stacey@leadershipsearch.com, with "University of Los Andes Fdn ED" in the subject line.

Inquiries may be made, in confidence, to Managing Director Scott Staub at scott@leadershipsearch.com

EOE STATEMENT At University of Los Andes Foundation, all employees are treated equally and are encouraged to achieve their fullest potential. We respect the individuality of each member of our community, and we are committed to a workplace free of any kind of discrimination based on race, color, religion, sex, age, sexual orientation, gender identity and expression, disability, national or ethnic origin, politics, or veteran status. University of Los Andes Foundation celebrates diversity as core to our institutional values, our mission, and our vision of success.

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