



## **VP for External Relations**

Full Time / Salary / Exempt

### **REPORTS TO**

University President

### **DEPARTMENT**

External Relations

### **EFFECTIVE DATE**

July 1, 2021

### **JOB SUMMARY**

Dr. Keith Newman, President of Southern Nazarene University, invites nominations and applications for the position of Vice President for External Relations. The Vice President is responsible to the President and serves as a member of the President's Cabinet. The position requires leadership in the specified areas of responsibility and the capacity to think and act as a member of the leadership team for the accomplishment of SNU's Mission and Vision.

Southern Nazarene University is a private, Christian, liberal arts university. It is an expression of the educational ministry of the Church of the Nazarene. **Southern Nazarene University's mission is to make Christlike disciples through higher education. As a community, SNU enacts this mission by refining character, creating culture, and serving Christ.** Based at its main residential campus located just west of Oklahoma City, SNU serves 2200 students from around the world at multiple locations in Oklahoma and through online opportunities.

We believe each person is created in the image of God, therefore we value the worth and dignity of all people. Desiring to be a community that reflects representation of diversity, we strive to practice inclusion, demonstrate equity and seek reconciliation through God's love. These cultural practices are in harmony with our affiliation with the Church of the Nazarene; a body of believers whose members are diverse and all are respected and valued.

We welcome all applicants interested in joining our learning community as we aspire to be an institution that reflects inclusive excellence.



## RESPONSIBILITIES

### Essential Functions:

- Organize and lead the personnel, programs, and services of External Relations including the Office of Church Relations, and the Office of Alumni Relations.
- Create innovative opportunities and partnerships with external and internal University constituents and strengthen existing relationships with the Church of the Nazarene by becoming the South-Central Field (SCF) hub for ministry development. These partnerships are strengthened by serving the local church through resourcing, networking, and recruitment.
- Create cooperative connections with government leadership which result in the advancement of Christian higher education by promoting an understanding of the value, purpose, and priority of SNU in our local community and beyond. This is accomplished through connection and influence.
- Professionally develop and assess the personnel within this area of the University, and prepare and manage the appropriate University budgets as allocated.
- Plan, organize, evaluate, redesign, create, and terminate programs and operations within Church Relations and Alumni to insure effective Mission accomplishment.
- Plan, coordinate, and communicate effectively with other University personnel to effectively accomplish responsibilities, Mission and Vision.
- Attend to individual professional development and engagement in appropriate community and professional organizations.
- Perform other duties as assigned.
- Ability to work under pressure and meet deadlines
- Ability to maintain positive interpersonal relationships
- Ability to work independently
- Ability to operate office equipment
- Ability to provide quality customer service
- Additional duties as assigned

### Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- Membership in the Church of the Nazarene or a willingness to unite with a local Church of Nazarene.
- An understanding of the importance for diversity, inclusion and equity
- Master's Degree Required; Doctorate Preferred
- Minimum of two years of related work experience and/or relevant training
- Effective community relations skills and the ability to work with diverse constituencies



- Conducts himself/herself at all times with the highest levels of personal and professional integrity and ethical standards
- Strong people manager with a proven ability to coach, lead, develop, and inspire others to achieve their professional best
- Possess strong verbal and written communication skills
- Ability to prioritize multiple demands in fast paced work environment

**Preferred Qualifications:**

- Demonstrated ability to plan, organize, and lead a successful, comprehensive effort at the University level.
- Demonstrated personal commitment to the spiritual mission of the University, and to the Church of the Nazarene.
- Successful experience in community or external relations.
- Broad knowledge of the issues of higher education, particularly in a Christian university context.
- Demonstrated skills in interpersonal and organizational communication with the ability to successfully communicate in verbal and written settings.
- Demonstrated ability to develop strong teams, to motivate individuals, and delegate for effective results.
- Ability to travel while effectively leading the diverse functions within the area of responsibility.
- Ability to work collegially in an academic community, and to communicate and work effectively with the leadership and constituency of the South Central Region Church of the Nazarene, the Southern Nazarene University Board of Trustees, community leaders, and other constituencies.

**Supervision Received:**

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

**Supervision Exercised:**

May be responsible for the coordination of work assignments for professional staff in Church Relations, Office of Alumni and student employees.

**Nominations and Inquiries can be submitted to [President@snu.edu](mailto:President@snu.edu)**

**Apply Online for this position at <https://snu.edu/employment/>**

**BENEFITS**

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition



remission, vacation, sick leave, personal days, and holidays. Compensation will be commensurate with experience and in harmony with the SNU pay structure.

**Updated: August 17, 2020**

**SOUTHERN NAZARENE UNIVERSITY  
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY  
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

**Students contact:**

Dean of Students  
Southern Nazarene University  
Office of Student Life  
6612 NW 42nd St.  
Webster Commons, Lower Level Suite 110A  
Bethany, OK 73008  
405-491-6336/ Email: [kbradley@snu.edu](mailto:kbradley@snu.edu)

**Employees contact:**

Director of Human Resources (or immediate supervisor)  
Southern Nazarene University  
6729 NW Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
405-491-6333/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

**Chief Diversity Officer**

Vice-President for Intercultural Learning and Engagement  
Southern Nazarene University  
6729 NW 39th Expressway  
Bresee Suite 200  
Bethany, OK 73008



405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Executive Vice President**

Southern Nazarene University

6729 NW Expressway

Bresee Suite 202

Bethany, OK 73008

405-491-6306/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)

**TITLE IX DISCLOSURE**

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.



Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).