



# International House

**Title:** Associate Director of Development  
**Office:** Development, Alumni Relations, and Communications  
**Reports to:** Vice President of Development, Alumni Relations, and Communications

## Background:

International House (I-House) is an interdisciplinary residency program in New York City for graduate students and young professionals from around the world. Founded in 1924, I-House was built on the simple yet radical notion that living in a diverse community instills a lifelong dedication to cross-cultural understanding. Through an intentional admissions process, and both informal and targeted programming aimed at building core competencies in social and cultural intelligence, I-House is leading the way in creating a more secure, peaceful, and collaborative coexistence across the globe. I-House is celebrating its centennial year in 2024-2025 and will be planning for a comprehensive capital campaign. Learn more at [www.ihouse-nyc.org](http://www.ihouse-nyc.org).

## Position Overview:

I-House seeks a dynamic, collaborative, and resourceful people-person to join a growing team of development professionals as the Associate Director of Development. Reporting to the VP of Development, Alumni Relations, and Communications, the individual in this role will be responsible for raising support from alumni and friends of I-House as well as creating and working a portfolio of prospects and donors and managing an annual giving program.

The Associate Director of Development will have the opportunity to help create initiatives to enhance I-House's fundraising and alumni relations activities. The successful candidate will also support collaborative efforts to plan, design, build, and continuously improve I-House's advancement operations.

As a member of our team, the Associate Director will be intellectually curious; have excellent communication skills; think proactively and take initiative; have a can-do, customer-service oriented attitude; and embody I-House's core values of respect, empathy, and moral courage.

## Key Responsibilities:

- Build and manage a portfolio of approximately 150 individual prospects and develop and execute individual strategies to qualify, cultivate, solicit, and steward donors
- Perform direct solicitations independently, and occasionally in tandem with I-House leadership and volunteers, to drive significant philanthropy
- Create, implement, and lead consistent direct mail and email solicitation program for alumni audience based on industry best practices; work with team members to execute strategies to elevate, maximize, and drive increased philanthropy to I-House
- Devise annual giving strategies focused on I-House's priority areas of unrestricted support, financial aid, programs, and capital projects

- Partner with Director of Prospect Research to compile and analyze metrics to establish baselines and track department's progress toward fundraising goals as well as goals for prospect and donor engagement; meet individual activity, revenue, and reporting goals
- Work with Director of Alumni Relations and Donor Relations Manager to plan and execute various alumni focused events at I-House and/or hosted by trustees or alumni volunteers, with a focus on alumni in New York and the Tri-state area
- Partner with team members to produce top-quality alumni engagement materials
- Collaborate with Donor Relations Manager and Director of Alumni Relations to utilize I-House archives and current residents' experiences to cultivate and steward alumni
- Help to assess and leverage existing alumni relationships to build a well-defined community of alums nationally and internationally

### Qualifications and Experience

- A Bachelor's degree is required
- Minimum five years of progressively responsible fundraising experience, including management of a prospect portfolio, direct mail and email program, and support staff, preferably within an academic organization with alumni
- Proven ability to solicit individuals in face-to-face meetings and a demonstrated record of closing four and five-figure gifts
- Understanding of prospect moves management tactics and an ability to think and work strategically
- Experience writing annual solicitation letters and emails and the ability to devise and execute an overall annual giving direct mail and email strategy
- Familiarity with planning and executing donor cultivation and stewardship events
- Excellent project management skills and follow-through, with the ability to prioritize among a variety of tasks to meet deadlines
- Strong writing and editing skills as well as listening and relationship-building skills
- Technologically savvy with strong command of donor databases such as Raiser's Edge and Microsoft Word, Excel, Outlook, and PowerPoint
- Proven ability to apply good judgment and responsible decision-making, work with a high degree of professionalism, ethical sensitivity, confidentiality, and discretion
- Familiarity with the philanthropic community in New York City and Tristate area. Specific familiarity with international fundraising is a plus.
- Goal-oriented and creative with an entrepreneurial spirit and the ability to thrive in a face-paced environment
- Commitment to the mission and values of I-House is critical, as is the ability to interact and engage effectively with people from a wide variety of backgrounds
- Willingness to travel
- Ability to work occasional weekend and evening hours.

### Salary Range:

\$86,300 to \$110,000 commensurate with experience.

**How to Apply:**

Please submit a cover letter and resume via e-mail to [careers@ihouse-nyc.org](mailto:careers@ihouse-nyc.org) with “Associate Director of Development” in the subject line.

*International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*

International House requires that all hired staff be fully vaccinated against COVID-19 as a condition of employment unless a request for an exemption as a reasonable accommodation has been approved.