



International House

Position Description

Position Title: Development Associate

Office: Development, Alumni Relations & Communications

Reports to: VP 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 2024-25 and will be planning a comprehensive capital campaign to position the organization for success in its next century.

Position Summary

I-House has an exciting opportunity for a development support professional to assist with fundraising and alumni relations. The Development Associate will play an integral role in the Office of Development, Alumni Relations, and Communications by providing administrative support for the team. This position will also coordinate development events and programs, process donations, and conduct research. The ideal candidate will be proactive, tactful, detail-oriented, and continuously strive to deliver outstanding service.

Essential Functions

- Provide administrative support for the VP of Development, Alumni Relations, and Communications and the team with the following duties: scheduling meetings, calendar and contact maintenance, meeting preparation and follow-up, among additional responsibilities.
- Perform data entry in Excel and the Raiser's Edge database; create and format reports as needed.
- Manage gift acknowledgement process and produce donor letters on a routine basis.
- Work closely with the Finance department on gift processes and reconciliation.
- Assist with special events planning, preparation, and execution, including processing of RSVPs.
- Compile and create folders and presentation materials for donor prospect meetings.
- Achieve proficiency in software for development functions such as Raisers Edge.
- Compose and proofread written material, including letters, talking points, briefings, presentations, personalized donor acknowledgments, and other correspondence as directed.
- Draft, edit, or format documents, spreadsheets, and emails as needed.

- Process payments for department expenses.
- Meet and greet visitors for department meetings.
- Respond to inquiries and requests by phone, email, and social media channels as needed.
- Support in-person events hosted by I-House including preparation of the agenda, invitations, run-of-show, logistics, and execution.
- Assist Alumni chapters/groups worldwide with hosting their own events.
- Other duties as assigned.

Qualifications, Abilities, and Skills

- Bachelor's degree with 1-3 years of experience in office administrative support, development, project management, or event coordination. Prior nonprofit work experience is a plus.
- Technologically savvy with a strong command of Microsoft Office products (Word, Excel, PowerPoint, OneDrive).
- Familiarity with Raiser's Edge or other donor database software is preferred, but not required.
- Superior customer service skills.
- Strong written and verbal communication skills.
- Demonstrated team player with the ability to collaborate with people from a wide variety of backgrounds.
- Exceptional problem-solving and organizational skills, with the ability to understand priorities, manage time effectively, juggle multiple tasks at once, and follow-through on projects.
- Must be detail-oriented, responsive, and flexible, with the ability to shift between creative and administrative projects as needed.
- Ability to work occasional evening and weekend hours.
- Occasionally lift up to 20 lbs.

Salary Range

\$53,200–55,000 commensurate with experience.

How to Apply

Please submit a cover letter and resume via e-mail to careers@ihouse-nyc.org with "Development Associate" 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.