

# I · HOUSE

INTERNATIONAL HOUSE  
500 RIVERSIDE DRIVE  
NEW YORK, NY 10027-3916

IHOUSE-NYC.ORG



**Position Title:** Development Associate  
**Office:** Institutional Advancement  
**Reports to:** VP of Institutional Advancement

---

## 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.

The Office of Institutional Advancement builds alumni connections and philanthropic support to strengthen the I-House experience, expand financial aid, preserve and improve our historic building, and ensure that I-House continues to serve future generations of residents.

## Position Summary

International House has an exciting opportunity for a detail-oriented, highly organized, and motivated support professional to assist the Office of Institutional Advancement in its alumni relations and fundraising work. Reporting to the VP of Institutional Advancement, the Development Associate will play an integral role in gift processing, donor relations, database management, events, communications, and general administrative operations. This position is ideal for someone who is interested in nonprofit fundraising, alumni engagement, and mission-driven work, and who enjoys managing details, improving systems, and supporting a high-performing team.

The Development Associate will help ensure that the donors, alumni, trustees, and friends of I-House receive thoughtful, timely, and accurate communication and stewardship. The role requires strong writing and organizational skills, excellent attention to detail, discretion, and a can-do attitude.

## Essential Functions

- Provide administrative support for the VP of Institutional Advancement and the team with the following duties: scheduling meetings, calendar and contact maintenance, meeting preparation and follow-up, travel arrangements, and reimbursements, among additional responsibilities.

- Enter gifts, pledges, donor contact reports, event participation, demographic information, and other relevant information into Raiser's Edge/NXT database; create and format reports as needed.
- Manage gift acknowledgement process and produce receipts and donor letters on a routine basis.
- Maintain stewardship schedules to ensure donors are thanked, recognized, and engaged in a timely and personalized way.
- Work closely with the Director of Institutional Advancement, Donor Relations Manager, and Finance department on processing donations, tracking gifts and pledges, and reconciliation.
- Support annual giving and major gift efforts through list preparation, timely and accurate documentation of donor activity, and tracking follow-up actions.
- Assist with special events planning, preparation, and execution by helping with invitation lists, registration tracking, event materials, name tags, seating, follow-up communications, and data entry.
- Coordinate with colleagues across I-House to ensure advancement-related activities and events are well organized and executed smoothly from planning through follow-up.
- Compile and create folders and materials for donor prospect meetings.
- Compose and proofread written material, including letters, talking points, briefings, presentations, acknowledgements, pledge reminders, and other correspondence as directed.
- Draft, edit, or format documents, spreadsheets, presentations, and emails as needed.
- Manage the mailing of invitations, impact reports, cards, and other printed materials
- Process vendor payments for department expenses.
- Help organize team files, donor materials, mailings, and office supplies.
- Meet and greet visitors for events, tours, and department meetings.
- Respond to inquiries and requests by phone, email, and social media channels as needed.
- Assist alumni volunteers/chapters 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, communications, project management, and/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.
- Superior customer service skills.
- Excellent writing, proofreading, editing, and verbal communication skills.

- 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, committed to accuracy, and flexible, with the ability to shift between creative and administrative projects as needed.
- Demonstrated team player with the ability to collaborate with people from a wide variety of backgrounds.
- Ability to work occasional evening and weekend hours.
- Occasionally lift up to 20 lbs.

### **Salary Range**

\$58,000 – 65,000 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 “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.