

**ORGANIZATION:** International House of New York  
**POSITION:** Vice President of Development, Alumni Affairs, and Communications  
**REPORTS TO:** President  
**LOCATION:** New York, NY  
**WEBSITE:** [www.ihouse-nyc.org](http://www.ihouse-nyc.org)  
**TO APPLY:** Please send resume and cover letter to [IHouseVP@pbrsearch.com](mailto:IHouseVP@pbrsearch.com).

## **BACKGROUND**

International House of New York, known as I-House, is a residential [community](#) of 700 graduate students, scholars, and interns from 100 countries across 6 continents. Since International House of New York [opened its doors](#) in 1924, it has been a home and an inspiration to tens of thousands of professionals in the arts, humanities, science, business, technology, government, and diplomacy. Recognizing both the importance and complexity of global citizenship, I-House fosters international understanding by empowering the next generation of globally minded leaders with its core values of empathy, respect, and moral courage.

## **POSITION**

Under the leadership of its new President, [Sebastian Fries](#), International House of New York seeks a top-level executive to coordinate and expand fundraising, communications, and alumni relations in alignment with the organization's strategic goals.

This is an exceptional opportunity for a seasoned development and communications professional. Historically, I-House has depended on the support of dedicated board members and, to some extent, annual donations from alumni. As the organization emerges from the pandemic, there is an opportunity to relaunch the fundraising, alumni, and communications programs with an eye toward incremental, sustainable growth. Based on an initial assessment, it is likely that efforts will focus on recruiting new board members with the capacity and inclination to be major supporters of I-House; activating board networks through small, customized events and engagement opportunities; identifying and developing a pipeline of major donors in the alumni network; and engaging and soliciting the wider [alumni network](#), likely through targeted, well-produced, engaging digital content. Success will be dependent on the ability to set a vision and strategy for sustainable fundraising growth; articulate clear expectations and timelines for executing them; work with experts to develop a clear brand identity for I-House and a nuanced case for support; drive fundraising and engagement activity to organizational leadership, staff, program partners and other stakeholders; report on successes and forward movement in a clear, concise, data-focused way; and assess which efforts bring the greatest return on investment. Finally, maximizing the fundraising, engagement, and brand-building opportunities inherent in the 2024 centennial celebration of I-House will be a key focus for the VP in the near term.

## **RESPONSIBILITIES**

- Assess current and past fundraising and communications efforts and build out a focused fundraising and communications strategy that capitalizes on considerable organizational assets, including a committed and engaged board; a new, charismatic president; a vibrant alumni community; and a dedicated, effective staff.
- Lead the recruitment, development, communications, and alumni team with a focus on developing best practices; determining optimal organizational structure and roles; setting and meeting attainable goals; and engendering an ethos of collaboration, effectiveness, and camaraderie in meeting departmental and organizational objectives.
- Develop and launch an alumni engagement strategy with a dual focus on realistic fundraising goals and deeper alumni engagement with I-House.
- Build strong relationships with very engaged I-House board members, and sustain a frequent dialogue with them on development, alumni, and communications issues. Work with them and the president to set goals

for board diversification and refreshment, ensuring that the group remains vibrant and is reflective of the multicultural orientation of I-House.

- Work with the VP of Programs to develop and implement programs designed to engage board members, alumni, and external audiences with an interest in I-House's mission and impact.
- In partnership with the president, serve as a face and voice of I-House to effectively engage internal and external constituencies.
- Build constructive and effective relationships with key stakeholders inside and outside the institution, many of whom live outside the United States.

### **CRITICAL COMPETENCIES FOR SUCCESS**

- Commitment to multiculturalism and international education, and knowledge of and interest in major global issues – social, economic, environmental, etc.
- Proven ability to design, implement, and evaluate development and communications strategies that yield results, with a particular facility for deploying limited resources for maximum return.
- Experience working in a strategic, frontline annual and/or major gifts fundraising position; ability to build a major gift pipeline via the board, their networks, and alumni.
- Experience working with leadership to develop and implement a board development strategy and track results against targets.
- Ability to toggle easily from the forest to the trees; the ideal candidate will bring vision, creativity, entrepreneurial spirit, *and* the ability to execute to the role.
- Highly developed organizational and project management skills, with the ability to reprioritize goals and activities as needed.
- Excellent written and verbal communication skills and the ability to make compelling public presentations to audiences small and large.
- Knowledge of emerging development and communications trends, particularly in digital and multi-platform spaces; familiarity with and enthusiasm to utilize social media.
- Experience hiring and leading small, but highly effective, teams in the achievement of clearly defined objectives.
- Experience preparing and overseeing departmental budgets.
- Experience effectively managing organizational change and realignment.
- Experience working in coalitions and in high-level collaborations, particularly with board members, institutional leaders and colleagues, and engaged stakeholders, including alumni.
- Previous exposure to and an understanding of other cultures, and the ability to interact and engage effectively with people from a wide variety of backgrounds.

### **QUALIFICATIONS**

- Bachelor's Degree; Master's Degree in an international or related field preferred.
- Minimum 10 years of senior management experience in an academic, non-profit, and/or fundraising environment; professional experience in an internationally focused organization preferred.
- Demonstrated success leading teams, projects, and initiatives.
- Creativity, flexibility, and emotional intelligence combined with an entrepreneurial, can-do spirit. The ideal candidate will love to build new programs and initiatives and take calculated risks that ultimately lead to long-term, sustainable fundraising success.
- Ability to travel on occasion.

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