**International House of New York**

**Vice President of Development, Alumni Affairs and Communications**

**Job Description**

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

**The Position:** Under the leadership of its president, Calvin Sims, and in anticipation of its 100th anniversary in 2024, the Board authorized a 10-year strategic plan to ensure that International House continues to be a relevant, sustainable and visible institution. International House of New York seeks a top-level fundraiser to coordinate and expand advancement, fundraising, communications, and alumni relations in alignment with the organization’s strategic goals.

The Vice President of Development, Alumni Affairs and Communications (VP) reports directly to the President and represents an exceptional opportunity for a seasoned development professional to burnish the image and boost the fundraising capacity of a storied institution that remains a beacon of international understanding and leadership. In addition to managing and directing annual revenues, the new VP will play a central role in the implementation of the organization’s strategic plan, which has established relevance, visibility, and sustainability as major objectives. The VP will lead the design, development, and implementation of new and innovative strategies that significantly increase philanthropic revenues, promote alumni engagement, and build strong brand identity around global leadership skills.

*Specific Responsibilities:*

* Develop and lead a comprehensive program that includes annual fund, major gifts, planned gifts, reunions, corporate and foundation giving, direct marketing, communications, and campaigns
* Represent I-House and its President to external and internal constituencies
* Motivate and guide a small staff to execute annual and long-term development, communications, and alumni engagement strategies
* Build constructive and effective relationships with key stakeholders inside and outside the institution, many of whom live outside the United States
* Build strong relationships with a very engaged I-House Board and sustain a frequent dialog with them around development, alumni and communications issues

*Critical Competencies for Success:*

* Commitment to multiculturalism and international education
* Proven ability to design, implement and evaluate development and communications strategies that yield results
* Experience working in a strategic, front-line annual and/or major gifts fundraising position
* Knowledge and nuanced understanding of major global issues – social, economic, environmental, etc.
* Highly organized and strong project management skills with the ability to manage rapidly changing priorities and pressure situations in a focused manner
* Wealth of contacts and sources in international, non-profit, corporate, education and media fields
* Excellent presentation and communication skills, both written and verbal, and experience with public presentation
* Knowledge of emerging development and communications trends, particularly in digital and multi-platform spaces; familiarity with social media
* Strong visionary who can ensure that development and communications activities align with larger organizational goals and objectives
* Experience in budget preparation, staff management, and organizational realignment
* Experience working in coalitions and in high-level collaborations
* Previous exposure to and an understanding of other cultures and the ability to interact and engage effectively with people across all socio-economic levels

*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 staff and vendor management
* Ability to travel frequently

*Compensation commensurate with experience.*

**To Apply:** International House of New York has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations and applications may be directed in confidence to:

Jack Lusk, President & CEO

or

Debbie Farrell, Director, Leadership and Development

Harris Rand Lusk

122 E. 42nd Street, Suite 3605

New York, NY 10168

Email cover letter and resume to: [ekirschner@harrisrand.com](file:///%5C%5Chrldata%5CStaff%5CEKirschner%5Cekirschner%40harrisrand.com)

*Please include “I-House VP” in the subject line of the email*