



Director of Development Job Profile

About ACUHO-I Foundation

The Association of College and University Housing Officers-International (ACUHO-I) Foundation was formed in 1988 to provide a way for individuals, institutions, corporations, government agencies, and others to support the collegiate housing profession. Since its inception, the Foundation has raised more the \$2.4 million to fund commissioned research, study tours, conference speakers, institutes, and scholarships.

The Foundation is a supporting organization of ACUHO-I. The Association has nearly 17,000 members worldwide. ACUHO-I Foundation supports resources and programs that further the development of individuals involved in campus housing around the globe. The vision is to ensure that every person has access to resources of the housing profession and is inspired to invest in its future.

- **Investments in Education and Professional Development:** provide opportunities for housing professionals to learn and grow through educational events, on-line learning, and access to library resources, research, and data.
- **Investments in Research and Thought Leadership:** share resources and information about the housing profession and provide research grants to cultivate these resources.
- **Investments in Workforce Development:** provide awards to individuals to attend conferences and other professional development opportunities.
- **Investments in Advocacy:** support programs that help elevate visibility and the importance of the campus housing industry.



For more information about the ACUHO-I Foundation, please visit the website at <http://www.acuho-i.org/foundation>.

About the Position

The Director of Development is a new position in the Foundation. It is an opportunity for the Director of Development to establish and promote a culture of philanthropy and to implement a recently completed development plan to increase philanthropic support to the ACUHO-I Foundation. The Director of Development will lead the implementation of a diversified fundraising program that obtains philanthropic support for scholarships and professional



development opportunities for current and future collegiate housing professionals, and funding for research projects about student housing.

The Director of Development can expect to spend 15 to 20% of his/her time outside the office cultivating, soliciting, and stewarding major donors. The Director of Development reports to the CEO of the Association. The Association and the Foundation are affiliated with The Ohio State University.

Key Responsibilities

Strategy, Planning, and Management

- Implements an overall development strategy and the fundraising and development plan to maximize financial support to the Foundation.
- Creates and implements strategies to identify and secure support from Association members, fully leverage existing donor relations, increase multi-year Foundation (and Association) Board commitments, and elevate annual fund commitments.
- Collaborates with the CEO, Foundation Board members, staff, and external stakeholders to achieve development plan objectives and results.
- Works in conjunction with the CEO, Foundation President, the Development Committee chair(s), and the Foundation Board to develop and manage all strategies and activities for donor cultivation, solicitation, and donor relations.
- Participates as a member of the Executive Team.

Corporate and Foundation Giving

- Creates and implements strategies to identify and secure philanthropic partnerships with corporations and foundations that reflect their marketing and business needs and align with the Foundation's program and service goals.
- Manages the identification and cultivation of new corporate and foundation partnerships, and grant proposals and reporting processes for these supporters.
- Successfully stewards current corporate and foundation donor relationships, managing appropriate frequency of outreach, communication, and involvement.

Annual Fund

- Develops and promotes the concept of annual giving among Association members and Foundation stakeholders.
- Implements the annual appeal strategy as outlined in the development plan.

Major and Planned Gifts

- Develops and manages a strategy for the identification, qualification, and evaluation of major and planned gifts prospects.
- Assists the CEO to identify, cultivate, solicit, steward, and manage the portfolio of current and future individual and corporate major donors.
- Develops and implements an Emeritus Program for retired collegiate housing professionals.

Donor Relations and Management

- Oversees the development and implementation of a comprehensive, timely, and innovative stewardship and recognition program for annual and major gifts that may also include special donor recognition activities.

Communications

- Creates a case for support that articulates the Foundation's mission and vision for all fundraising communications with members, donors, and external stakeholders.
- Works closely with the CEO to ensure all fundraising messages are consistent and reflect the vision and mission of the Foundation and Association in all communications via the website, in writing, etc.

Development Office Operations

- Oversees the overall development business process: establishing internal gift policies and protocol, tracking and reporting of gifts in the database, issuing pledge reminders and acknowledgements, and providing revenue progress reports to Foundation leaders.
- Develops budget projections in conjunction with the CEO, Director of Finance, and Finance Committee and recommends annual Foundation fundraising goals.

Position Competencies and Skills

The ideal candidate will possess the functional and technical knowledge as well as a strong set of behavioral competencies and attributes that are described below.

Functional/Technical Knowledge and Skills

- Knowledge and understanding of fundraising and development strategies and tactics, including, but not limited to:
 - Corporate giving and sponsorship
 - Annual giving (direct mail, online, broad-based)
 - Major giving
 - Planned giving
 - Fundraising operations (including fundraising data systems)
- Knowledge of office systems (including MS Office products)
- Knowledge and understanding of volunteer engagement and management

Behavioral Competencies and Attributes

- Strong **strategic thinking** skills with the ability to establish both short-term and long-term strategies and plans for achieving Foundation goals
- Strong **customer service** orientation, building and maintaining **relationships**
- Strong **interpersonal** skills with the ability to be persuasive with a variety of constituents including faculty, donors, funders, and staff

- Strong **listening** and **negotiation** skills
- Very effective **communication** skills (i.e., verbal, written presentation)
- **Organization and planning** skills are necessary to implement the development plan
- Ability to **work independently** and be **self-directed** while also being highly **collaborative** with constituents
- Ability to establish **priorities, goals, and timelines**
- Orientation toward **action** and **results**; attention to **details**
- **Flexibility** and **courage** to shift direction and experiment with new initiatives
- **Ethics** and **integrity** in all activities inside and external to the Foundation

Qualification Requirements

- Baccalaureate degree or equivalent knowledge/experience
- Three or more years of development experience, especially with a proven track record in corporate fundraising and securing five- and six-figure gifts
- Experience working with nonprofit boards and volunteers
- Valid driver's license
- Ability to travel

Application Process

To apply a formal position description can be found on the OSU job website <http://jobs.osu.edu> from December 17, 2016 to January 20, 2017.

The OSU classification Director, the working title will be classified as *Director of Development*, Requisition number: 424247, Department-ACUHO-I. All applications **must** be received through the OSU job site to be considered. More about ACUHO-I can be found at www.acuho-i.org

For inquiries, please contact: Ron Guisinger at HR@benefactorgroup.com

Candidates are urged to visit the Foundation website: <http://www.acuho-i.org/foundation> and the Association website: <http://www.acuho-i.org>

The ACUHO-I Foundation is an equal opportunity employer. It is affiliated with The Ohio State University and enjoys a partnership where staff are employees of the university. This allows staff to receive an exceptional benefit package that includes health, dental, vision, and retirement benefits as well as tuition remission to The Ohio State University.



About Columbus

Columbus is Ohio's capital and the state's largest city, with two million people in the metropolitan area. A vibrant place to call home, Columbus has acclaimed performing and visual arts organizations, entertainment, and shopping for all ages, plentiful educational opportunities, collegiate and professional sports, and a variety of inviting neighborhoods.

Central Ohio also boasts the Columbus Zoo and Aquarium, voted the favorite zoo of America by *USA Travel Guide*; COSI Columbus, the number one science center in the country for families according to *Parents* magazine; the nation's most highly rated public library system; recently recognized by Money Magazine as one of the Best Big Cities in America; and recognized as a Smart City with the award of \$50 million to modernize its transportation system.

The region has some of the top public schools in Ohio, as well as a number of independent and parochial schools. In addition to The Ohio State University, the area is home to private institutions of higher learning such as Capital University, Otterbein University, Ohio Dominican University, Ohio Wesleyan University, Denison University, Ashland University, Pontifical College Josephinum, Trinity Lutheran Seminary, and the Methodist Theological School in Ohio.

Columbus has active urban neighborhoods—such as German Village, the Short North Arts District, Olde Towne East, Victorian Village, and Clintonville—with unique housing, galleries and exhibition space, and shopping. The city includes many architectural landmarks, both historic and modern. And the metropolitan region has established and growing suburbs with many options for primary and secondary education, a wide variety of housing stock, and a marvelous metro park system.