



ACUHO-I Foundation: Director of Development

Position Profile

About the ACUHO-I Foundation

The Association of College and University Housing Officers-International (“ACUHO-I” or “the Association”) supports thousands of campus housing professionals in creating inclusive, engaging campus communities. Through ACUHO-I, members are connected to a network of other housing professionals and visionary leaders.

The Association of College and University Housing Officers-International 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 invested nearly \$2 million to support research, study tours, conference speakers, institutes, and scholarships.

The Foundation is a supporting organization of ACUHO-I. The Association has more than 17,000 members worldwide. The ACUHO-I Foundation’s vision is to provide every person involved in college and university housing with the resources and opportunities needed to further their careers and the future of the campus housing profession.

Signature initiatives include:

- **Investments in Education and Professional Development:** provide opportunities for housing professionals to learn and grow through educational events, online 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 further develop these resources.
- **Investments in Workforce Development:** provide awards and stipends to individuals to attend conferences and other professional development opportunities.
- **Investments in Advocacy:** support programs that help elevate the visibility and importance of the campus housing industry.



About the Position

The Director of Development will promote a culture of philanthropy and implement a recently completed development plan to increase philanthropic support to the ACUHO-I Foundation. They 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 their time outside the office cultivating, soliciting, and stewarding major-gift donors and prospects. The Director of Development



reports to the CEO of the Association. The Association and the Foundation are affiliated with The Ohio State University.

The Director of Development will be a strategic and dynamic fundraising leader who has a deep understanding of fundraising principles, methods, and tactics. They will be comfortable working collaboratively with diverse groups of staff and volunteers to cultivate and steward relationships that will result in increased philanthropic support for the organization. The ideal candidate will bring an understanding of the work of college and university residential life and student affairs and will be passionate about advancing the sector.

This position will be located at our Columbus, OH headquarters, which is just east of the Ohio State University's main campus, with the opportunity for a hybrid or fully virtual work arrangement.

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 grant proposals and reporting processes for corporate and foundation 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-gift and planned-gift prospects.
- Assists the CEO to identify, cultivate, solicit, steward, and manage the portfolio of current and prospective individual and corporate major-gift donors.

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 across all communication channels.

Development Office Operations

- Oversees the 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; recommends annual Foundation fundraising goals.

Qualifications

Technical Knowledge and Skills

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

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
- Exceptional **customer service** skills and an aptitude for building and maintaining strong **relationships**
- Adept **interpersonal** skills with the ability to be persuasive with a variety of constituents, including faculty, donors, funders, and staff
- **Active listening** and negotiation skills
- Effective **communication** skills (i.e., verbal, written presentation)
- **Organization and planning** skills necessary to implement the development plan
- Capacity to **work independently** and be **self-directed** while also being highly **collaborative**
- 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

Required Qualifications

- Baccalaureate degree or equivalent knowledge/experience
- Three or more years of development experience, ideally 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 15-20%

Compensation

ACUHO-I Foundation is pleased to offer a competitive salary and comprehensive benefits for this position. The target salary range for the position is \$73,100-\$97,500, commensurate with experience. ACUHO-I 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.

Application Process

Benefactor Group is pleased to be assisting ACUHO-I with this executive search. **Applications will be reviewed as they are received and interested applicants are encouraged to apply before 5:00 pm on Tuesday, September 5.**

All applications are considered highly confidential. To be considered for this position, please send a resume and formal cover letter in PDF to:

Benefactor Group Recruitment Team

HR@benefactorgroup.com

<http://www.benefactorgroup.com>

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. Candidates who are advanced to interviews with ACUHO-I leadership will be asked to complete an application through OSU HR.

Please do not contact ACUHO-I staff or board with questions or interest in the role. All inquiries about the position should be directed to Benefactor Group: HR@benefactorgroup.com.

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