

International House Ann Arbor

Job Title: Executive Director

FLSA Status: Exempt

Salary Range: \$80,000-90,000, based upon prior experience

Hours/Week: 40

HOW TO APPLY

A cover letter is required for consideration for this position and must be included with your application materials. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position. Interested applicants should email their cover letter and resume to edsearch@ihouseaa.org by October 17, 2021.

JOB SUMMARY

The International House Ann Arbor (IHAA), a private, non-profit residential community that serves a diverse range of international and domestic students and scholars, often affiliated with the University of Michigan, seeks an energetic, interculturally competent Executive Director with excellent communication and managerial skills and a global outlook to lead the organization and build community among its residents and administrative team.

IHAA's core mission is to facilitate intercultural exchange and promote global citizenship. The Executive Director reports to the IHAA Board of Directors and manages all aspects of the organization's physical and virtual spaces, establishes and oversees smooth processes for its financial, human resources, and facilities-related needs, develops and promotes programs devoted to global engagement and understanding, supports the development of alumni, donor, and community relationships, and provides administrative leadership and professional development opportunities to the rest of IHAA's staff team. The position includes health and retirement benefits.

For more information about the IHAA, please visit our [website](#).

RESPONSIBILITIES

Key responsibilities include, but are not limited to:

Organizational Leadership

- Works closely with the board to develop and implement shared vision, values, and strategic goals for the organization
- Serves as an effective steward of IHAA's physical, financial, and human resources
- Represents IHAA in the community/non-profit and local university/higher education settings to raise visibility and awareness of the organization's work, identify potential board members, and recruit volunteers
- Develops and sustains relationships with IHAA alums, volunteers, U-M and community partners, and potential donors
- Ensures active fundraising efforts by staff and the IHAA board that maintain the organization's operations and support strategic initiatives
- Engages in continual professional development in the areas of management, organization, and intercultural competence
- Keeps abreast of and implements current best practices in diversity, equity, and inclusion
- Serves as ex-officio member of the IHAA Board of Directors and all board committees

Staff Management and Professional Development

- Works as part of a highly collaborative, collegial staff to enable the organization to achieve its mission and vision
- Develops and consistently implements clear, comprehensive office policies and procedures
- Hires, directs and supervises full-time, part-time, intern, and student employees to meet the staffing needs of IHAA's residential and educational program, following inclusive hiring practices to ensure a diverse pool of applicants that reflect the broader community
- Plans and leads regular all-staff and individual staff meetings to ensure that staff voices are heard and multiple viewpoints are considered when making important decisions
- Conducts annual performance reviews and appropriate goal-setting with every full- and part-time permanent employee, and works with each employee to achieve those goals and monitor progress
- Engages in regular, sustained team building activities to build community among staff and support a positive work culture in which all staff are able to contribute to the full extent of their abilities
- Fosters productive and professional relationships between IHAA staff and board of directors

Operations/Housing

- Works with the board's Finance Committee to develop and implement an annual budget, develop strategic financial goals, set rents, and conduct regular audits to identify and address potential financial risks to the organization
- Ensures the maintenance and ongoing updates/improvement of IHAA's housing facilities so that they are safe, attractive and comfortable for current and prospective residents
- Develops and oversees the implementation of an effective marketing strategy to publicize IHAA's housing and programming globally to maintain full occupancy
- Assures IHAA's compliance with all relevant legal, financial, and governmental regulations and requirements governing non-profits
- Supervises an efficient bookkeeping and leasing systems that follows best practices in financial and risk management and ensures compliance required to maintain IHAA's tax-exempt status
- Ensures that IHAA technology is up to date and effectively serves its residents and staff
- Ensures that the IHAA website is visually appealing with up to date and accurate content

Educational/Intercultural Programming

- Works with IHAA staff and board to develop engaging, interculturally competent programming that enriches its residents' living experience and is in line with the organization's core mission and values
- Seek out relationships with other entities and individuals with similar missions at U-M and in local cultural, national, faith/spiritual communities to share ideas and collaborate on programming
- Oversees marketing/outreach promotion of IHAA programs to residents, U-M, and community audiences

REQUIRED QUALIFICATIONS

A successful candidate will be interested in and adept at supporting a wide range of department processes and will demonstrate the initiative to suggest, develop and enact improvements to our programs and procedures. This person should be flexible and comfortable with a reasonable level of change that is essential to IHAA's success.

- Bachelor's degree with extensive professional experience.
- Four + years of progressively responsible administrative experience
- Executive leadership experience, including budgeting, planning, and staff performance management
- Experience and/or training in intercultural communication or related field
- Familiarity with best practices in fundraising/donor relationship development
- Familiarity with outreach/marketing principles
- Excellent written and oral communication skills
- Demonstrated ability to handle highly confidential and sensitive matters or materials

- Outstanding interpersonal skills with a demonstrated commitment to creating a positive work environment
- Demonstrated ability to develop and maintain strong rapport with individuals from diverse backgrounds
- A strong attention to detail and accuracy, and the ability to establish priorities and keep deadlines
- The ability to thrive in high-stress moments and remain cool under pressure
- Strong skills in the use of electronic work resources, including Google Suite Tools

DESIRED QUALIFICATIONS

- Master's or professional degree, or higher
- Experience working with an elected board of directors
- Experience working in a living/learning community or other program-driven residential community
- Experience studying/speaking a second/foreign language and/or living or studying in another culture

IHAA COVID-19 VACCINATION POLICY

IHAA adheres to the University of Michigan's COVID-19 vaccination policy, which means that COVID-19 vaccinations are now required for all IHAA residents and staff.