



## **Career Opportunity: AADC Seeking Executive Director**

To apply for this position, please send your resume and a cover letter by October 29, 2024, to [AADCSearch@gmail.com](mailto:AADCSearch@gmail.com).

The Associate Alumnae of Douglass College (AADC) is seeking a visionary leader with extensive experience managing a non-profit as our new Executive Director. The current Executive Director has served in the role for 14 years and will be retiring at the end of the year.

The new leader will collaborate and build engagement with alumnae, the Board of Trustees, volunteers, staff, donors and friends. The Executive Director is pivotal in leading the Development Team to provide for the long-term viability of the organization. The ideal candidate will be an innovator with the ability to adapt to changing conditions. The Executive Director must be financially astute to project and manage budgets as well as to provide prudent stewardship of a Trust and other endowed funds for the benefit of Douglass College and its students. The position requires outstanding communications skills to serve as the face of the AADC.

### **AADC Mission**

The new Executive Director will manage an alumnae organization of 40,000 alumnae of Douglass College, Douglass Residential College and the New Jersey College for Women worldwide. Founded in 1922 and located in New Brunswick, NJ, the AADC is an independent, self-supporting 501(c)(3) organization. Its mission is to develop and promote connections among Douglass alumnae by providing programs, services, networks and lifelong learning opportunities that represent the interests and needs of our diverse alumnae. The AADC is alumnae-created, alumnae-led, alumnae-driven and alumnae supported.

This job requires some travel domestically and internationally and the ability to work some nights and weekends. It is a hybrid position with business conducted virtually and in person.

Compensation is in the range of \$125,000-\$150,000 and comes with a generous benefits package.

The AADC is committed to equal opportunity in its hiring practices and does not discriminate on the basis of gender, sexual orientation or identity, race, age, nationality, religion or disabilities.

Cover letters and resumes will be accepted through October 29.

## **Responsibilities and Attributes**

### **Leadership**

- Develop and implement a vision for the Association with the Board of Directors.
- Engage, energize and cultivate relationships with donors, board members, alumnae, volunteers, friends and other constituents to help advance the AADC mission.
- Increase the visibility of the Association and its programs.
- Represent the Association within Rutgers University and work with Douglass College's leadership and other organizations.

### **Operational Responsibilities**

- Oversee the day-to-day operations of the Association, leading a staff of 8.
- Responsible for the fiscal integrity and management health of the Association.
- Ensure all programs, communications, fundraising and fiduciary responsibilities achieve the strategic goals of the organization.
- Facilitate cross-departmental collaboration, internal and external communications, standard operating procedures, data collection needs, financial controls, etc.
- Serve as Trustee of the Douglass Fund, an endowment held by the AADC for the benefit of Douglass College and its students.

### **Fiduciary Oversight**

- Work with staff to develop, forecast, implement and monitor the annual operating budget of the Association.
- Institute and ensure compliance with appropriate financial controls and work with outside auditors.
- Provide prudent stewardship of the Douglass Fund Trust and other endowed and non-endowed funds held by the Association for the benefit of Douglass students.
- Oversee the distribution of funds that contribute financial support to Douglass College and its students.

### **Development**

- Identify, cultivate and solicit new prospects and donors and steward existing donors and friends of the AADC.
- Oversees all aspects of donor relations.
- Establish financial goals with campaigns, events, the Annual Appeal and other fundraising efforts and ensure that they are met or exceeded.
- Develop and execute new practices and events to increase the donor pool and average giving.

### **Alumnae Relations & Programs**

- Establish strategy and the culture of engagement by building, nurturing and strengthening relationships with alumnae.
- Identify, recruit and retain volunteers.
- Assure all events and programs align with the strategic mission.

- Pioneer unique programs and events that appeal to a wide range of alumnae and friends.

### **Skills**

- Experience with budgeting process.
- Flexibility to adapt to changing conditions and embrace technology.
- Ability to listen to diverse opinions and build consensus among disparate groups.
- Ability to problem solve, handle crises and adapt to the changing landscape.
- Able to prioritize multiple projects, events, staff and volunteers.
- Outstanding communications and speaking skills that inspire others to get involved.
- Planning and organization.
- Decision-making.

### **Personal Attributes**

- Impeccable record of integrity and ethics.
- Dynamic, inspiring visionary who commands respect.
- Respects and is inclusive of people of different ages, races, religions, sexual orientation and personal identities.
- Dependable and reliable

### **Relationships**

Executive Director reports to	21-Member Board of Trustees
Manages a Staff of 8	Vice President of Finance and Operations
	Director of Marketing and Communications
	Director of Alumnae Relations
	Associate Director of Development
	Associate Director of Annual Giving
	Finance Administrator
	Associate Director of Programs and Administration
	Administrative Assistant
Other Important Relationships	Current and Potential Donors and Supporters
	40,000 Alumnae
	Regional Networking Groups
	Affinity Groups
	Volunteers
	Douglass College
	Rutgers University
	Rutgers Alumni organizations
	Rutgers University Foundation

### **Location**

The Association is located at 181 Ryders Lane on the Douglass Campus of Rutgers University, New Brunswick, New Jersey.

**Compensation**

The AADC offers a competitive package with benefits. The annual salary range is between \$125,000-\$150,000 with a generous benefit package. Please include your salary requirements in your cover letter.

**Hiring Practices**

The AADC is committed to equal opportunity in its hiring practices and does not discriminate on the basis of gender, sexual orientation or identity, race, age, nationality, religion or disabilities.

**Work Environment**

The Executive Director will have the ability to work on a hybrid basis. The leader will be expected to attend evening and weekend events.

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