



The International Center

One Indiana Square / Suite 2000  
Indianapolis, IN 46204 USA  
317 955 9150 / internationalcenter.org

**Job Title:** Vice President of Development and External Affairs  
**Department:** Marketing and Development  
**Reports To:** CEO  
**FLSA Status:** Exempt  
**Date:** December 2021

## I. JOB SUMMARY

The Vice President of Development and External Affairs is responsible for developing and implementing marketing and development strategy to enhance and sustain The International Center's Mission, and builds relationships for messaging and philanthropic initiatives to raise awareness and impact of The International Center. The VP must display the highest standards of professionalism, cooperation, integrity and a strong interest in the international arena as a member of the executive leadership team.

## II. ESSENTIAL FUNCTIONS:

1. Develops fundraising plan(s) that secures attainment of annual fundraising goal
2. Oversees a marketing and communications plan to deliver strategic messages and brand
3. Establishes, fosters, and grows relationships important to the mission of the organization
4. Responsible for all donor fundraising events
5. Monitoring of donor database usage, departmental metrics and impact areas for applications and reporting
6. Develops/maintains relationships with key community professionals to share the story of The International Center in a compelling manner
7. Responsible for knowing philanthropic trends, technology, and social media platforms
8. Demonstrates ability to effectively manage a team as well as external vendors and work cross functionally within an organization

## III. EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A./B.S.) from a four-year college or university; Master's degree a plus.

## IV. LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.  
Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

**V. MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**VI. REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, digital or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**VII. CERTIFICATES, LICENSES, REGISTRATIONS:**

Any certifications in Marketing and Development a plus including CFRE

**VIII. OTHER SKILLS AND ABILITIES: (Languages spoken/written, etc.)**

In addition to English, written and conversational language abilities a plus.

**IX. OTHER QUALIFICATIONS:**

Supervisory and strategic planning experience a plus. Demonstration of increasing responsibilities and success in prior related roles.

**X. PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, and use their hands to finger, handle or feel. Occasionally, the employee will need to stand or walk, stoop, kneel, and reach with hands and arms. The employee will rarely need to climb or balance. Physical demands such as crouching, and crawling are limited. The employee will seldom be required to taste or smell. The employee will occasionally lift to 25 pounds and will frequently need to lift to 10 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and to perform normal office computer work.

**XI. WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to be exposed to an indoor office environment, therefore, there are rarely to never any times that the employee would be exposed to any extreme or outdoor weather conditions, or extreme conditions such as humidity, cold or heat not associated with the weather, working in high places, or be exposed to fumes or airborne particles, explosives, radiation, vibration or toxic or caustic chemicals. There may rarely be a risk of electrical shock when dealing with office equipment cords, etc.

The noise level in the work environment is usually one of moderate levels such as those in an office setting.