

**ASSOCIATION OF INDEPENDENT COLLEGES AND UNIVERSITIES OF OHIO**  
**POSITION DESCRIPTION**

**JOB TITLE:** Affiliate Member Consultant (starting title)/Director of Affiliate Membership, Collaborations, and Events (final title)

**JOB SUMMARY:** Manage the AICUO Affiliate Member program and collaborative activities among and with college and university members. Build new Affiliate Member program by actively recruiting new members. Identify and implement means to engage senior campus personnel with Affiliate Members. Responsible for annual summer Affiliate Member conference. Assume other responsibilities as assigned.

**MAJOR ACTIVITIES:**

*Affiliate Membership*

- Recruit new and maintain existing corporate and nonprofit Affiliate Members.
- Manage production and distribution of Affiliate Member monthly electronic newsletter and data systems associated with it working with Director of Public Relations.
- Organize and lead operation of annual conference of Affiliate Members and senior campus leaders, including siting, programming, sponsorship, and execution.
- Assist senior campus leaders in engaging Affiliate Members through appropriate referrals and references.

*Collaborations*

- Manage AICUO relationships with individual and group contractual programs, including the Inter-University Council Purchasing Group and Coalition for College Cost Savings.
- Increase engagement of senior campus leaders in association's collaborative programs.
- Serve as liaison and leader, as appropriate, for collaborative working groups led by AICUO college and university senior leaders.

*Events (after development of activities listed above)*

- Manage AICUO annual and spring meeting, including engagement with Ohio Foundation of Independent Colleges, procurement of necessary space, transportation of goods, billing of members, and other activities.
- Organize and lead operation of annual Communicators' Summit working with Director of Public Relations.
- Organize logistics for annual Independent College Day and biannual Mascot Day, working with Director of Government Relations.
- Organize and lead operation of other AICUO events, including single-day professional development events such as Emergency Preparedness and Business Continuity Tabletop Exercises.

## QUALIFICATIONS:

- Baccalaureate degree required.
- Experience with sales or fundraising preferred.
- Four years experience working directly with senior college leaders, either at a campus or through a higher education affiliated organization strongly preferred.
- Experience organizing successful group events, including planning, budgeting, logistics, programming, and oversight.
- Strong writing ability.
- Appropriate organizational skills.
- Strong verbal skills.
- Strong familiarity with social media and technology.
- Familiarity with InDesign, Photoshop, and Illustrator software and ability to rapidly gain expertise.
- Comfort with ambiguity.
- Ability to work in a self-starting, self-directed manner.
- Ability to work from home.

Position is intended to start as part-time, out-of-office, contracted position that can evolve into full-time contractor or employee position, with appropriately expanding responsibilities, depending upon success of program, funding, and preferences of the selected individual. Final position ultimately may include fewer responsibilities and hours than described here if mutually agreed by final selected applicant. Position itself is designed for a very flexible schedule and ability to work from home.

Initial compensation will be performance and revenue-based, and is negotiable in structure based on performance benchmarks. This period will be part-time and without benefits. Compensation will total no more than full-time salary described below.

Final full-time salary will be dependent upon the final nature of responsibilities and number of Affiliate Members ultimately recruited. If position includes all responsibilities described above as a full-time position and affiliate membership reaches target level, compensation is expected to equal \$45,000 to \$70,000 per year, dependent upon experience and success. Full-time employee status, if desired by selected applicant, expected to start between September 2015 and June 2016, depending upon success in recruiting Affiliate Members.

Please send a letter of interest, resume, salary history, and contact information for three references to [job@AICUO.edu](mailto:job@AICUO.edu) prior to 9:00 a.m., on December 1, 2014. Interviews will commence prior to that time and will continue until mid-December if necessary. While applications will be considered until the application deadline, the position could be filled as soon as November 25, 2014.