



## **President, The AHLA Foundation (AHLAF)**

The hotel and lodging industry is vibrant, innovative, and full of dynamic opportunities for upward mobility while serving (and supporting) its most important assets: its people. AHLAF is the charitable giving arm of the American Hotel & Lodging Association and is dedicated to helping people build careers, improve their lives, and strengthen the lodging industry. We are a dynamic, entrepreneurial organization poised for continued growth. The President would lead a nimble, collaborative team that is supportive and fun to work with.

### **Position Summary**

The President is the key management leader of AHLAF and is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position is appointed by and reports to the President and CEO of the American Hotel and Lodging Association.

### **Responsibilities:**

#### **Board Governance**

- Responsible for leading AHLAF in a manner that supports and guides the organization's mission as defined by the Board of Trustees.
- Provides guidance and advice to the Board of Trustees on all matters affecting the organization and its performance.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Assist the Board of Trustees in fulfilling their fiduciary responsibility by assisting in the development of policies and procedures for the financial and business management of the Foundation
- Spearheads the annual nomination process to the Board of Trustees in collaboration with the AHLA senior leadership team and the AHLAF Officers.

#### **Financial Performance and Viability:**

- Develops the annual operating budget, supervises accounting controls, and provides accurate financial reports to the Board of Trustees. Performs periodic cost and productivity analyses and works closely with AHLA's COO/EVP on all financial related matters.
- Responsible for fundraising and developing other revenues necessary to support AHLAF's mission.

- Responsible for the fiscal integrity of AHLAF, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

### **Organization Mission and Strategy**

- Drives both the strategy and end-to-end process for development of key strategic partnerships, including identification of opportunities, pipeline development/management, strategic relationship development, overall management of established partnerships.
- Establishes and implements long and short-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.
- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- Responsible for implementation of the AHLAF's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the AHLAF can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the AHLAF's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Serve as AHLAF's primary spokesperson to the organization's constituents, the media, and the public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance AHLAF's Mission.

### **Organization Operations**

- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for the professional growth and development of the individuals on the team.
- Responsible for overall leadership of all AHLAF portfolios

### **Education and Experience**

- Bachelor's degree or related experience
- Seven or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Demonstrated people management experience.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.

- History of successfully generating new revenue streams and improving financial results.
- High level strategic thinking and planning.
- Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.

### **Skills and Attributes**

- Transparent and high integrity leadership.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong fiscal management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.
- Proven strategic partnership development & optimization
- Proven competency in managing and influencing a wide range of stakeholder groups
- Dynamic and engaging media savvy and public speaking skills

**This position is based in Washington DC.**

**AHLAF offices operate on a hybrid schedule of three (3) days in the office and two (2) days remote work.**

**Qualified candidates please send cover letter, to include salary requirements, and resume to [hr@ahla.com](mailto:hr@ahla.com).**

**AHLAF is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match for the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you will help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

**EOE**