

Vice President of Advancement, Foundation

The American Hotel & Lodging Foundation (AHLA Foundation), the charitable giving arm of the American Hotel & Lodging Association (AHLA), is focused on improving lives, building careers, and strengthening the lodging industry. We are dedicated to building tomorrow's hotel industry today by opening doors to long-term, rewarding careers and creating opportunity for upward mobility. The Vice President of Advancement would join a collaborative team that is innovative, supportive, and fun to work with.

Position Summary: Responsible for advancing diversity, equity and inclusion (DE&I) throughout all of the Foundation's programs, the Vice President of Advancement will be leading the hotel industry's DE&I Task Force of industry leaders and executing on a five-year action plan, growing diversity in the industry at all levels, while also highlighting the industry's leadership through ground-breaking new initiatives. A major marker of success will be to grow the current Empowering Youth Program to attract new talent in the industry in major cities around the country and supporting the team, senior leadership and the Board of Trustees.

Responsibilities:

- Execute on the DE&I Task Force's five-year action plan, including creating new programs from the ground up and scaling them over time.
- Annually develop, monitor and measure key metrics and targets.
- Analyze effectiveness of programs and make relevant adjustments.
- Managing external consultants and vendors related to DE&I efforts.
- Grow AHLAF's partnership and collaborations in the DE&I landscape to further our mission and attract new fundraising opportunities.
- Coordinate with the Impact Direct to ensure the Foundation gets attention and visibility for its programs and efforts; support the VP of Fundraising.
- Ensure DE&I flows through all existing Foundation programs and channels and cultivate beneficiaries.
- Lead the Empowering Youth Program, grow and scale it beyond its 10 current cities.
- Manage all stakeholders related to the Empowering Youth Program, including community-based organizations and industry employers.
- Lead relevant organizational committees related to DE&I efforts.
- Support the Task Force members and Board of Directors.
- Manage 1-2 direct reports.
- Align AHLAF efforts with the association (AHLA) to ensure we share our story of impact with all stakeholders related to the hotel industry.

Education and Experience:

- Bachelor's degree required;
- Minimum of eight (8) years of experience in workforce or career development experience.
- Experience developing programs from the ground up, scaling up, monitoring and measuring success.
- Presentation and leadership skills
- Experience gaining buy-in from diverse groups.
- Management of external consultants and direct reports.
- Budget experience.

Skills and Attributes:

- Excellent oral and written communication skills; with an ability to clearly articulate and connect with reporters and other stakeholders to better tell our story. Must enjoy writing.
- Team player with a high level of professionalism, self-motivation, ability to learn quickly and positive attitude.
- Detail-oriented individual with exceptional organizational and time management skills with the ability to multi-task and prioritize work assignments.
- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Demonstrated ability to effectively and comfortably interact, deliver sound counsel, and gain the trust of senior executives.
- Ability to devise and implement strategy effectively and efficiently.
- Effective management and leadership skills to foster the growth of the media relation team members and cross-collaborate effectively with other departments and Foundation staff.
- Enjoy working in a fun, fast-paced, entrepreneurial environment, and an ability to work both independently and collaboratively across the organization.
- Effective management skills

Other:

- Position based in Washington, D.C.
- Domestic travel required.

AHLA is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for allemployees.

EOE