



ARMY WAR COLLEGE FOUNDATION, INC.

Corporate Development Officer Position Announcement

The Army War College Foundation is seeking a Corporate Development Officer. The Foundation is a not-for-profit IRS designated 501(c)(3) and 509(a)(1) organization supporting the U.S. Army War College and its alumni. The College was established in 1901 by Secretary of War Elihu Root “not to promote war, but to preserve peace... and to study and confer on the great problems of national defense and of responsible command.” The Foundation is located on Carlisle Barracks, Pennsylvania.

The Corporate Development Officer is one of two fundraising members of the organization responsible for generating annual giving towards operating, restricted, and endowment funds as determined by the Board of Trustees. The Development revenue goal for FY 2018 is \$2.5 million.

The Foundation staff is “small but mighty,” with each member deeply engaged in the organization’s twin missions of raising support for the College and providing service to alumni. The Corporate Development Officer is the Foundation lead for seeking support for the College from corporations and foundations. Primary responsibilities include broadening and deepening corporate relationships, introducing corporate leaders to the College mission, researching corporate and foundation philanthropic processes, and submitting proposals. The Corporate Development Officer produces fundraising and outreach materials, drafts executive correspondence and annual reports, and prepares and delivers presentations to both individuals and groups. Additionally, as a team, all members of the Foundation staff support other staff members as required. Development and fundraising activities are planned and coordinated with the President and CEO, as well as the Director for Development. This individual will also work closely with the Chairman of the Board of Trustees and the Board’s Development Committee. He or she will participate in some evening and weekend events and travel occasionally. The Corporate Development Officer reports to the President and CEO.

Requirements: Applicant must be professionally capable of, and motivated to achieve, multi-level relationships with senior executives from multiple sectors, including military, intergovernmental agencies, private industry, and non-profit organizations. Applicant should be knowledgeable in fundraising strategies and have demonstrated success in meeting and exceeding targets. Applicant requires superb relationship-building skills and must be able to plan and coordinate complex events. This position requires exceptional communication skills – speaking, writing, and interpersonal. Knowledge of protocols applicable in military and diplomatic environments is key. Applicant is expected to have familiarity with financial and budgeting fundamentals and to be adept at prioritizing complex activities.

Additional Qualifications: Prior fundraising experience is desired, as is past or current affiliation with the Army War College or another Senior Service College. Understanding of senior leader development strategies and educational philosophies is also strongly desired.

This position offers a competitive salary based on qualifications, with performance incentives.

Interested candidates should send a resume with cover letter **by October 30, 2017** to Army War College Foundation, ATTN: Search Committee, 122 Forbes Ave., Carlisle, PA 17013.

PLEASE DISSEMINATE WIDELY.

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