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# Position Announcement

## Chief Operating Officer

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The Army War College Foundation is seeking a **Chief Operating Officer** (COO). The Foundation is a not-for-profit 501(c)(3) organization that supports the U.S. Army War College in the preparation of outstanding senior leaders. The Foundation is co-located with the College on Carlisle Barracks, Pennsylvania. This position is available in the Summer of 2022 and is not a remote position.

The COO is the primary fundraising officer, responsible for developing relationships leading to individual, corporate, and foundation giving. The COO is one of two executives leading the team in a high-visibility role, which includes advancing the mission of the Foundation with multiple audiences, to include hosting individual and small group visits to the College, coordinating with industry representatives and the public, and working with the Foundation's Board of Trustees and Development Committee. The COO serves as the deputy and advisor to the President and CEO, and leads the organization in the absence of the CEO. The COO develops successful approaches to fundraising, plans future Board and Alumni events, and routinely communicates at all levels. Some evening and weekend events are involved, as well as some travel.

### Responsibilities

- Lead fundraising efforts through varied channels, developing creative communications in coordination with the CEO and regularly reporting results to the Board of Trustees.
- Cultivate relationships with current and potential major donors, both individual and corporate.
- Serve as primary contact for inquiries related to charitable giving, grants, and other growth resources.
- Stay abreast of developments in Legacy/Planned Giving and use recurring communications to raise awareness of the donor benefits of non-cash giving to the Foundation.
- Communicate the history and mission of the College and the Foundation to outside audiences, creating the depth of understanding leading to philanthropic support of the mission.
- Represent the Foundation to visitors during high profile events such as the National Security Seminar and graduation ceremonies.
- Maintain open communication with College Command Group and academic leadership.
- Develop deep working familiarity with the donor database, and use a variety of automated systems and social networks.

### Qualifications

- The ideal candidate will be a graduate of the Resident, Distance, or Fellows Education program at the U.S. Army War College. If not a graduate, applicant should have a solid working knowledge of the College.
- Master's degree is required.
- Excellent interpersonal, relationship-building skills.
- Ability to plan, coordinate, and lead execution of complex events.
- Experience working with executive-level leaders outside the military community.
- Ability to advance multiple projects and prioritize without supervision.
- Excellent written and verbal communications skills.
- Prior fundraising experience desired.

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Competitive salary based on qualifications and experience. The Army War College Foundation offers 17 paid holidays per year in addition to two personal days each quarter. After serving for 90 days, new team members earn a vacation benefit of two weeks paid time off per year, with a one-week increase in the third and sixth years of service. An optional Savings Incentive Match Plan for Employees (SIMPLE) Individual Retirement Account (IRA) allows employees to contribute a portion of their salary tax free, with a matching employer contribution up to the federal maximum of 3%.

**Candidates** should send a resume *with cover letter* to

Army War College Foundation  
ATTN: Search Committee  
122 Forbes Ave.  
Carlisle, PA 17013

or email to [info@usawc.org](mailto:info@usawc.org).

This announcement will remain open until the position is filled.

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