



Foundation Administrative Assistant

This position is full-time, salaried exempt (approximately 40 hours a week). The Army War College Foundation is seeking a flexible, detail-oriented, and outgoing individual to act as the Foundation office receptionist, assist with the Foundation membership program, and coordinate activities for special events as needed. Planning and execution of some of these special events would likely result in increased work hours during select times of the year. These events would include but are not limited to:

- Annual Board of Trustee (BOT) meeting in Carlisle each September,
- Annual off-site BOT meeting elsewhere in the continental United States each March,
- Annual Outstanding Alum ceremony and luncheon,
- Foundation sponsored lectures (2-3 a year) and corresponding luncheons or socials,
- 20-year class reunions and Alumni Homecoming events (in coordination with the College's Alumni Office).

Responsibilities

- General office duties for the Foundation reception area.
 - Greet guests to the Foundation office, answer telephone, direct calls, and provide information to visitors, as appropriate.
 - Maintain office supply inventory and restock as needed.
 - Use research information, address corrections, and class lists to update alumni database on an on-going, daily basis.
 - Assist with any administrative duties in the office such as preparing correspondence, entering donations into database, etc.
- Assist with the Foundation membership program.
 - Enter, track, and compare daily membership entries in alumni database with POS membership sales.
 - Use MS Office software to create membership letters/cards/gift certificates and generate lists for Foundation publications as needed.
 - Send membership renewal email messages.
 - Respond to emails, phone calls, and other queries regarding membership.
- Assist with Special Event planning and administration at the direction of the President & CEO and/or the Chief Operating Officer (COO) of the Foundation.
 - Schedule use of event spaces both at Carlisle Barracks and at off-site locations as needed.
 - Work with caterer or event staff to plan meals as needed.
 - Set up tours both on Carlisle Barracks and at off-site locations as needed.
 - Schedule transportation for guests as needed.
 - Coordinate access to Carlisle Barracks with Visitor's Center as needed.
 - Coordinate hotel reservations as needed.
 - Monitor event responses and payments in conjunction with Foundation Accountant.

- Use MS Office to prepare any materials needed for event to include but not limited to: invitations, name tags, place cards, schedules, and programs.

Salary: \$40,000 to \$45,000 depending on experience

Education: Bachelor's degree desired

Experience: Familiarity with Army War College helpful
Previous non-profit experience beneficial

Skills: Advanced MS Office Suite skills
Previous event planning activity desired

Interested individuals should send a resume with a cover letter to michele.willard@usawc.org by May 5, 2023.