



Philanthropy Writer

INSTITUTION: Naval War College Foundation, Inc.

LOCATION: Newport, Rhode Island

POSTED: 1/25/2024

APPLICATION DUE: Open Until Filled

TYPE: Full-Time

DEPARTMENT: Naval War College Foundation, Inc.

REPORTS TO: Chief Development Officer

SALARY INFORMATION: \$60,000-\$65,000, commensurate with qualifications and experience

BENEFITS ELIGIBLE: Yes

PURPOSE:

The Naval War College Foundation, Inc. (NWCf), is constituted exclusively for charitable educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, specifically to solicit, receive, administer, and donate funds and property for the encouragement, support, and furthering of the traditions of the U.S. Naval War College (USNWC), located in Newport, Rhode Island. Support provided by the Foundation enhances the capabilities of the USNWC to execute its mission of providing advanced professional education in the science of naval warfare and related subjects to officers of the U.S. Navy, other U.S. armed forces and government agencies, and selected senior foreign naval officers in residence, and for the improvement and beautification of the physical facilities of the College. The Foundation is an equal opportunity organization and abides by all government regulations concerning equal opportunity and nondiscrimination.

Job Summary:

The Philanthropy Writer will support the development team in crafting compelling proposals, case statements, concept documents, stewardship reports, grant materials, and other donor-focused communications supporting the Naval War College Foundation's programs and initiatives. The ideal candidate will be a self-starter who can take an idea and see it through to completion with an eye for detail and exceptional proofreading/editing skills.

Job Responsibilities:

- Research and analyze information and data on various topics to support the development of a compelling narrative.

- Identify and collaborate with appropriate personnel and departments across the NWCF on assigned writing projects.
- Cultivate and maintain professional working relationships with colleagues, leaders, and faculty across the NWCF and USNWC to generate narrative ideas and gather information for ongoing efforts.
- As appropriate, work with development colleagues to prepare and submit proposals and proposal materials to organizational funders, ensuring compliance with funder forms and requirements.
- Assist with cataloging written proposal materials that can be used as a resource by NWCF development staff for future proposals.
- Maintain an active, current body of knowledge about the USNWC, the military, and national security events.
- Complete other duties as assigned.

Requirements

- Demonstrated experience in proposal or grant writing with a track record of success in securing large gifts from individuals, foundations, and/or corporations.
- Ability to combine complex ideas into coherent, compelling proposals seeking major philanthropic support from prospective donors and organizational funders.
- Excellent writing, proofreading, and editing skills; precise attention to detail.
- Commitment to meeting deadlines and motivating project collaborators to do the same.
- Strong interpersonal skills and an ability to communicate effectively in person, in writing, and by phone.
- Ability to maintain high confidentiality and responsibility regarding information related to the NWCF, USNWC, and confidential prospect information.
- Proficiency in Microsoft Office and Google Suite
- Knowledge of all facets of the proposal development process, including prospect identification, project research, proposal creation, and budget development.
- Knowledge of all facets of the development process, including prospect identification, cultivation, solicitation, and stewardship.
- Bachelor's degree, preferably in communications, marketing, journalism, English, or related field, and four years of related writing experience. Strong preference for individuals with philanthropic proposals or grant writing experience.

PHYSICAL DEMANDS

Ability to stand for periods of time; ability to move freely about buildings and campus unassisted; ability to lift, carry, push, and pull up to 25 pounds with or without accommodation.

SECURITY SENSITIVE

Yes

Qualified applicants should forward a cover letter and resume via email to careers@nwcfoundation.org. When responding via email, please reference – **PHILANTHROPY WRITER** – in the subject line. Please submit documents in Rich Text (.txt), Word document (.doc), or Adobe Portable Document Format (.pdf). Every effort will be made to acknowledge documents submitted by applicants via email. NO PHONE CALLS PLEASE.