



**Office Manager & Board Liaison**

**INSTITUTION:** Naval War College Foundation, Inc.

**LOCATION:** Newport, Rhode Island, On-Site

**POSTED:** 9.19.2025

**APPLICATION DUE:** Open Until Filled

**TYPE:** Full-Time

**DEPARTMENT:** Naval War College Foundation, Inc.

**REPORTS TO:** President & Chief Executive Officer (P/CEO)

**STARTING SALARY:** \$65,000 - \$70,000

**BENEFITS ELIGIBLE:** Yes

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**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 and mid-grade 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 non-discrimination.

**POSITION SUMMARY:**

Reporting directly to the P/CEO, the Office Manager & Board Liaison provides support staff wide. The Office Manager & Board Liaison serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Foundation. He/she also serves as a liaison to the Board of Trustees; organizes and coordinates outreach and external relations efforts; and oversees special projects. The Office Manager & Board Liaison must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. He/she will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**RESPONSIBILITIES:**

**Administrative Support**

- Completes a broad variety of administrative tasks for the organization including managing an extremely active calendar of events; coordinating submission of expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; compiling documents for travel-related meetings; and anticipating and ordering office supplies for the office and NWCF gift shop.
- Plans, coordinates, and ensures the staff and Board calendar is up to date. Deconflicts schedules, when required.
- Communicates directly, and sometimes on behalf of the staff, with Board members, donors and prospects, and others, on matters related to Foundation initiatives and activities.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the staff, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response, and make appropriate recommendations.
- Provides a bridge for smooth communication between the internal staff departments: demonstrating leadership to maintain credibility, trust, and support.
- Works closely and effectively with the P/CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the P/CEO updated.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting/tracking acknowledgement letters, personal correspondence, and other tasks.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Serves as point of contact for anyone calling the office, assisting with questions related to membership, events, and other College-related matters.
- Is available and responsive to time-critical actions outside of normal work hours.

### **Board Support and Liaison**

- Serves as the NWCF's administrative liaison to the Board of Trustees.
- Assists board members with travel arrangements, lodging, and other administrative requirements, as needed.
- Maintains discretion and confidentiality in relationships with all board members.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
- Produces, edits, and distributes Board and Board Committee meeting minutes in a timely manner.
- Works with the Chief Marketing Officer to maintain and update Board of Trustee headshots and biographies on the NWCF website.
- Prepares Trustee Candidate packages for new prospective Trustees.

### **Strategic Initiatives**

- Works with the Development team in coordinating outreach activities, as required.
- Follows up on contacts made by the P/CEO and supports the cultivation of ongoing relationships.
- Creates and/or edits all acknowledgement letters from the P/CEO to donors.

### **QUALIFICATIONS:**

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- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with constituents, including staff, board members, external partners, and donors.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

#### **EDUCATION & EXPERIENCE REQUIREMENTS:**

- Bachelor's degree required.
- Strong work tenure: three to six years of experience supporting organizational operations and activities, preferably in a non-profit organization.
- Experience and interest in internal and external communications, partnership development, and fundraising.
- Proficient in Microsoft Office (Outlook, Teams, Word, Excel, and Power Point) and Adobe Acrobat.

#### **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](mailto:careers@nwcfoundation.org). When responding via email please reference – **Office Manager & Board Liaison** – in the subject line. Please submit documents in 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.**