



Director of Development

INSTITUTION: Naval War College Foundation, Inc.

LOCATION: Newport, Rhode Island, On-Site

POSTED: 12.8.2025

APPLICATION DUE: Open Until Filled

TYPE: Full-Time

DEPARTMENT: Naval War College Foundation, Inc.

REPORTS TO: Chief Development Officer (CDO)

STARTING SALARY: 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 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:

The Director of Development plays a pivotal role in advancing the mission of the Naval War College Foundation (NWCF) by building and nurturing relationships with alumni, donors, and friends of the U.S. Naval War College. Reporting directly to the Chief Development Officer (CDO), the Director of Development is responsible for identifying, cultivating, soliciting, and stewarding individual donors with the capacity to contribute at the annual gift offer levels. This position requires a proactive, results-driven fundraising professional who is inspired by the Foundation's mission to strengthen national security through education, leadership development, and scholarship.

The successful candidate will combine strategic thinking with relationship management skills to expand philanthropic support for the U.S. Naval War College's key funding priorities, including research and scholarship, curriculum and instruction, endowed chairs, capital improvements, and public engagement.

RESPONSIBILITIES:

Major Gifts & Annual Giving

- Build, manage, and grow a portfolio of philanthropic relationships at the \$500–\$25,000 level.
- Conduct prospect research to identify, qualify, and assess potential donors, providing insights that inform targeted engagement strategies.
- Establish and meet annual visitation, solicitation, and revenue goals in collaboration with the CDO.

- Partner with the CDO to implement a comprehensive annual giving strategy, emphasizing pipeline development for future major gifts.
- Develop and sustain long-term relationships with Board Regional Directors, alumni, members, and other individuals with propensity to give.
- Use metrics and analytics to guide strategy and maximize fundraising effectiveness.
- Clearly articulate the goals and priorities of the USNWC and the NWCF through compelling written and verbal communication.
- Prepare thoughtful proposals, impact reports, and donor correspondence.
- Maintain accurate and timely contact reports, records, and action plans within the donor database.

Stewardship & Donor Engagement

- Design and implement a comprehensive stewardship plan, including personalized acknowledgments, recognition, and ongoing communication to strengthen donor relationships.
- Provide support for Board Regional Directors, alumni, donor, and engagement events that enhance relationships with key stakeholders.
- Ensure the accuracy and integrity of donor data in Raiser's Edge and RE NXT, including visit reports, strategies, and next steps.
- Build and maintain a deep understanding of the U.S. Naval War College's funding priorities to effectively communicate a compelling case for support.
- Travel regionally and nationally to meet with current and prospective donors.

Additional Responsibilities

- Collaborate closely with colleagues to support NWCF events and achieve shared organizational goals.
- Represent the NWCF at internal and external events with professionalism and enthusiasm.
- Uphold the highest standards of ethics, confidentiality, and professionalism.
- Perform other duties as assigned by the CDO.

REQUIREMENTS:

- Bachelor's degree and a minimum of six years of demonstrated success in fundraising; experience in higher education or military support organizations preferred.
- Proven track record of achieving fundraising and engagement goals.
- Exceptional interpersonal, written, and verbal communication skills.
- Demonstrated ability to work independently while collaborating effectively as part of a team.
- Strong organizational skills, with the ability to manage multiple projects and deadlines in a dynamic environment.
- Proficiency with Microsoft Office and donor database systems (Raiser's Edge and RE NXT preferred).
- Willingness to travel regionally and nationally, including occasional evenings and weekends.
- Must possess and maintain a valid driver's license with a satisfactory driving record.

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 – **Director of Development** – 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.**