



West Point ASSOCIATION OF GRADUATES

Corporation and Foundation Relations Administrative Assistant

The mission of West Point Association of Graduates (WPAOG) is to “Serve West Point and the Long Gray Line.” WPAOG is both the alumni association and foundation for the United States Military Academy (USMA) at West Point. Our vision is to ensure the Long Gray Line remains the most highly connected alumni body in the world. USMA is renowned as the world's preeminent leadership development institution. The student body, or Corps of Cadets, numbers 4,400, and each year approximately 1,000 cadets graduate and are commissioned as second lieutenants in the U.S. Army.

West Point Association of Graduates (WPAOG) is seeking a part-time Administrative Assistant to provide professional support to the Development Team. The Corporate and Foundation Relations Administrative Assistant will work closely with the Director of Corporate and Foundation Relations, Grants Manager and USMA staff, to gather information on USMA needs, develop proposals, and manage received grants.

Responsibilities include maintaining a system for continuous update of gifts received, stewardship reporting requirements, and grants pending. Also, the incumbent will meet and work closely with Academy leadership and staff to gather information, conduct research on philanthropic opportunities, develop a strong working knowledge of the Academy and ensure the proper documentation of department meetings and correspondence. The incumbent will assist in grant writing efforts, assure compliance with grant reporting requirements, and other development related tasks. Help to maintain donor records, including reports for new and existing donors, contact information, and interactions. Maintain electronic filing system. Work with other departments to ensure timely submission of grant and donor materials. Assist Sponsorship Manager with data collection and record keeping. Support departmental mailings and outreach by managing lists and follow-up. Assist in organizing donor visits both on and off-site. Must be proficient in Excel and Raisers Edge or CRM. This is an in-office position. Other duties as deemed appropriate.

Strong organizational and analytical skills and excellent written communication skills are required. The incumbent must possess excellent interpersonal skills and project management skills, be team-orientation, and be flexible in responding to changing priorities and schedule conflicts. The ability to effectively present information electronically, in writing and in person is essential. In addition, the candidate must have the ability to conduct research and analyze complex information and demonstrate a passion for fundraising. The incumbent must be able to work independently.

Associate's degree is required with experience in donor database software such as Raisers Edge/CRM and funder research databases such as Foundation Directory Online or Instrument1. This is a part-time 29 hours per week position that does not offer benefits and will pay approximately \$26-\$28 per hour based on skills and experience. Additionally, the incumbent must live within commuting distance of West Point. Please submit a cover letter, resume and up to three (3) letters of reference. To apply, please go to <https://www.westpointaog.org/employment>

West Point Association of Graduates is an Equal Opportunity Employer
View our website at: www.westpointaog.org

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