

National Defense University
Foundation
Chief Advancement Officer
Washington, DC or Remote



About National Defense University Foundation

The National Defense University Foundation (NDU Foundation) secures funding and resources to support the academic and professional development programs for senior military and diplomatic leaders attending the National Defense University. NDU Foundation drives vital support and resources to National Defense University for the sole purpose of ensuring NDU remains a world-class university offering a best-in-class approach to senior leader development for the nation and our allies. The Foundation also engages military and diplomatic senior leaders, private sector thought leaders and subject matter experts within and across the national security industrial complex. The Foundation facilitates relationships that provide a conduit for private sector expertise and capabilities that enable best-in class transformation and innovation at National Defense University. These partnerships offer corporations relevant opportunities to engage in current national security issues, allowing business leaders to adapt operational strategies to better match the priorities and objectives of the Department of Defense, Homeland Security, and other agencies charged with our national security.

Position

The Chief Advancement Officer is an integral part of the National Defense University Foundation senior leadership team and is responsible for all aspects of fundraising and donor relations. NDU Foundation is looking for a strategic and relationship focused CAO to help grow and diversify the Foundation's funding sources. The ideal candidate for the CAO role will have demonstrated experience cultivating major gifts from individual, corporate, and institutional donors. The CAO should have knowledge of and interest in national security and demonstrate passion for telling both the University's and Foundation's story to both new and existing donors.

Responsibilities

Advancement Strategy and Implementation

- In collaboration with the President and CEO, develop and execute a comprehensive annual plan for donor engagement that leverages board relationship and experience.
- Work with CEO and Board to generate communications plan to support fundraising strategies; lead and manage all external development communications across a variety of media channels.
- Execute all fundraising campaigns and appeals, including (but not limited to) regular and annual campaigns and multiple events per year.
- Identify grant opportunities and draft grant applications, proposals, and agreements to funders with goals aligned with the Foundation's mission.
- Manage workflow of grant cycles and develop a strategy around grant cycle; keep track of grants that the Foundation receives; work with accounting to ensure all reporting requirements are met accurately and on time.

- Develop and execute the annual calendar for all advancement related activities – including annual report, pitch decks, and external communications.
- Support the President and CEO in maintaining and strengthening relationships with the National Defense University leadership, students, and alumni groups.

Donor & Board Relations

- Conduct broad-based and in-depth prospect research to identify prospective donors, with a particular emphasis on high net-worth individuals.
- Steward, and manage relationships with all levels of donors including Corporations, Foundations, Individual Donors, Board of Directors etc.
- Assist the CEO in establishing and cultivating relationships with potential corporate partners, foundations, and high net worth individuals.
- Plan, organize, and coordinate special events, including but not limited to panels, seminars, podcasts, and other special initiatives.
- Engage Board members in development efforts, including event participation and gift solicitation.
- Identify and cultivate potential new Board members.

Management & Administrative

- Participate in regular Leadership Team meetings and provide leadership throughout the organization as it relates to development, building a culture of philanthropy, and setting organizational mission, values, and goals.
- Report out regularly on fundraising benchmarks met to date, including contributed income, institutional funding, donors renewed, reactivated, and acquired.
- Identify, implement, and evaluate organization-wide data collection systems that support development/fundraising efforts.
- Project forecasts for the organization's operating budget in collaboration with the Finance Department and CEO; develop and manage the yearly development budget, track monthly expenses, and share monthly reports for President and CEO that track efforts.
- Draft and oversee design of the NDU Foundation Annual Report
- Assist with large-scale organization-wide events that are not specifically for fundraising, as needed.

Qualifications

- 8+ years of fundraising experience at mission-driven organizations.
- Successful track record of developing and executing comprehensive development plans and achieving fundraising goals.
- Experience in cultivating and closing gifts of varying sizes.
- Proven expertise in identifying funding prospects and grant opportunities.

- Experience and comfort interacting with senior executives and high net worth individuals; experience networking and building quality relationships.
- Confidence sharing the National Defense University Foundation's work and stories with Board members, donors, and community partners.
- Valuing the U.S. military and passion for supporting military personnel, military families, and veterans a must; understanding and knowledge of the national security and military field a plus.
- Takes initiative, demonstrates previous supervisory experience or strong independent work as a sole development officer.
- Excellent interpersonal, verbal, and general communication skills; an ability to effectively tell the story of an organization to engage current and future donors.
- Superb project management and organizational skills, and the ability to manage tight timelines and multiple projects concurrently.
- Strong attention to detail, especially in getting to know individual donors, their interests, and connections to the organization.
- Experience in grant writing is a significant plus.
- Demonstrated experience in event management and planning.

Compensation

Salary Range: \$140,000-\$180,000, with the opportunity for a yearly performance-based bonus.

Benefits include 20 days of vacation per year, available health insurance, and a 403(b) match of up to 3%.

This position description is based upon material provided by the National Defense University Foundation, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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