

Executive Director, National War College Alumni Association

The Executive Director serves as both a Board Member for The National War College Alumni Association, a 501(c)(3) non-profit, and as the lead for operations and management of the Association.

Key Responsibilities

- Ensure Guidelines and By-Laws are maintained as decided by the Board of Directors
- Oversee overall operations (day-to-day and annual) for the Alumni Association
- Overseeing annual audits and ongoing financial recordkeeping
- Interact with NWC Leadership to support the College, briefing new class about the Alumni Association, encourage membership, and promote the store
- Develop strong relationships among alumni, current class at NWC, and NWC leadership
- Manage, coordinate, and host where appropriate, all Alumni Association events, and coordinate with school leadership
- Oversee all finances and taxes, working with CPA to ensure accurate financial reporting
- Manage the office and Alumni Association Store operations
- Hire and manage staff
- Joint programs with organizations such as the Young Presidents Organization (YPO)
- Interact and maintain regular communication with alumni and membership
- Support alumni, students, faculty, and leadership of the National War College
- Maintain and update alumni databases, memberships, and directories
- Oversee IT, communications systems, website, social media, and outreach (e.g., Constant Contact)
- Attend and contribute to NWC operational meetings and class meetings
- Attend and support NWC student events
- Prepare Board meeting materials and participate in quarterly Board meetings
- Work with the CPA to provide quarterly and annual financial reports for the Board of Directors
- Maintain regular communication with the Board President and full Board

Qualifications

- Prior organizational leadership and management experience required
- Non-profit experience preferred
- Experience with the National War College as a student or faculty member highly preferred