



DIRECTOR, ADVANCEMENT SERVICES
UNITED STATES NAVAL ACADEMY FOUNDATION
Annapolis, Maryland
[United States Naval Academy Foundation](#)



UNITED STATES NAVAL ACADEMY
ALUMNI ASSOCIATION AND FOUNDATION

The Aspen Leadership Group is proud to partner with the United States Naval Academy Foundation in the search for a Director, Advancement Services.

The Director, Advancement Services will join an experienced and passionate team, all of whom are driven to advance the mission of the Foundation and Alumni Association and the U.S. Naval Academy. The Director, Advancement Services will lead the Foundation's advancement services division, which includes the gift administration, donor relations and stewardship, data, and prospect management and research teams. The Director, Advancement Services also will serve as a member of the Executive Vice President's Management Team and participate in developing the overall strategic direction of the Foundation's Development program.

The Foundation is currently in the public phase of a \$400+ million comprehensive campaign that is scheduled to conclude in Spring 2021. This position will play a critical role in closing the current campaign, as well as playing a key strategic role in the long-term success of the Foundation by helping to build and execute the fundraising goals for the next campaign.

Due to its unique public-private partnership, the Director, Advancement Services will also serve as a strategic partner with the U.S. Naval Academy's Comptroller's Office, Superintendent's Office, and the Naval Academy Athletic Association (NAAA) to ensure that resources are aligned that help the Naval Academy, NAAA, and the Naval Academy Foundation reach their mutual goals.

The United States Naval Academy Alumni Association and the United States Naval Academy Foundation are two independent, not-for-profit corporations sharing a single President and CEO and operating as a fully integrated organization in support of the Naval Academy and its mission. The organization's focus and core competencies are engagement and philanthropy in pursuit of complementary and closely aligned missions.

The course set by Alumni Association founders in 1886 rings true today as its mission is to serve and support the United States, the Naval Service, the Naval Academy, and academy alumni by furthering the highest standards at the Naval Academy; seeking out, informing, encouraging, and assisting outstanding, qualified young men and women to pursue careers as officers through the Naval Academy; and initiating and sponsoring activities that will perpetuate the history, traditions, memories, and growth of the Naval Academy and bind alumni together in support of the highest ideals of command, citizenship, and the government.

REPORTING RELATIONSHIPS

The Director, Advancement Services will report to the Executive Vice President William J. O'Connor, PhD and will work closely with the Vice President, Development and the Senior Director, Annual Programs. The Director, Advancement Services will also have a dotted-line reporting relationship with the Vice President, Finance and Investments and work closely with the entire Treasury team. The Director, Advancement Services will oversee a team of approximately ten professionals, including four direct reports: a Director of Gift Administration, a Director of Donor Relations and Stewardship, an Associate Director of Research and Prospect Management, and a Director of Foundation Data and Reporting.

PRIMARY RESPONSIBILITIES

The Director, Advancement Services will

- provide leadership, direction, and coordination for the organization and the delivery of services to the USNA Alumni Association and Foundation including gift and biographical records management, database management and reporting, gift accounting and recording, donor relations and stewardship, and research and prospect management;
- lead, hire, train, supervise, and evaluate Research and Prospect Management, Donor Relations and Stewardship, Data and Gift Administration staff;
- serve as the Foundation point person on opportunities and issues relating to the Blackbaud CRM database;
- oversee the Donor Relations and Stewardship department in execution of its objective to support the entire enterprise with high-level donor engagement, financial and narrative reporting, donor-centric events, recognition across the Naval Academy, and a comprehensive stewardship strategy for all levels of giving;
- guide the Gift Administration department in execution of its objective to enter and acknowledge gifts in a timely and accurate manner;
- working closely with the U.S. Naval Academy and the Foundation's frontline fundraising staff, manage the development of gift proposals and agreements, as well as ensuring private gift funds are utilized in a systematic fashion;
- manage a robust research and prospect tracking system for the identification, assignment, rating, qualification, solicitation, and stewardship of prospects/donors in order to maintain a prospect pipeline as a solid basis for successful fundraising; and
- produce regular analytical reports to Foundation senior management on fundraising performance and revenue tracking.

PREFERRED QUALIFICATIONS

The United States Naval Academy Foundation seeks a Director, Advancement Services with

- enthusiasm, intellectual curiosity, and a commitment to acting with honesty and humility;
- a high level of organizational acumen and an analytical approach;
- fluency with writing and strong interpersonal skills;
- expertise in Microsoft Office products and donor software systems; and
- at least three years of experience with Blackbaud CRM (preferred).

A bachelor's degree in Liberal Arts, Computer Science, Library Science, or a related field from an accredited college or university is required for this position as is at least seven years of experience in a leadership position in advancement or development services including extensive database experience.

DIVERSITY, EQUITY, AND INCLUSION

The United States Naval Academy Foundation is 100% committed to treating all with dignity and respect, and affording equal opportunity to everyone to reach their full potential without regard to race, color, religion, gender, disability, age, or national origin.

The United States Naval Academy is committed to a workforce that is representative of the nation it serves by the elimination of any barriers to equality of opportunity; to providing ongoing assessments of the Naval Academy's EEO programs to maintain the highest level of effectiveness and efficiency; to ensuring the Naval Academy's EEO program is in alignment with the overall Department of the Navy EEO Program strategic goals and objectives; and providing full employment of people with disabilities, to include Wounded Warriors.

SALARY & BENEFITS

The United States Naval Academy Foundation offers a competitive salary commensurate with experience. The Foundation offers a generous benefits plan which includes medical, dental, vision, an FSA, an HSA, a fully-vested 403(b) retirement plan with employer matching, 22 days of accrued paid time off (PTO) per fiscal year, 13 paid holidays per calendar year, group life insurance, short-term and long-term disability, identity theft protection, and annual opportunities for professional development.

LOCATION

This position is based in historic Annapolis, Maryland overlooking the Severn River on the beautiful grounds of the U.S. Naval Academy. In 2022, the staff of the Alumni Association and Foundation will move into new modern offices in a to-be-constructed *Alumni Center*, which is being built on the banks of College Creek overlooking the Naval Academy and downtown Annapolis.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letter should be responsive to the mission of the United States Naval Academy Foundation.*** Review of applications will begin immediately, and will continue until the successful candidate has been selected.

To apply for this position, visit:

[Director, Advancement Services, United States Naval Academy Foundation.](#)

To nominate a candidate, please contact Susan Faraone (susanfaraone@aspenleadershipgroup.com) or Ashley Buderus (ashleybuderus@aspenleadershipgroup.com).

All inquiries will be held in confidence.