



# West Point

ASSOCIATION OF GRADUATES

## **Stewardship Coordinator**

The West Point Association of Graduates (WPAOG) is dedicated to furthering the ideals and promoting the welfare of the United States Military Academy (USMA), and to supporting and serving its graduates. Its vision is to be the most highly connected alumni body in the world. USMA is renowned as one of the world's preeminent leadership development institutions. 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 Stewardship Coordinator within the Department of Development Engagement.

The Stewardship Coordinator completes various tasks in support of the Development Engagement Department. The incumbent effectively communicates with donors, members of the Development Team and WPAOG leadership, and USMA staff and faculty; uses time management skills to prioritize and multi-task; reports directly to the Assistant Director of Stewardship and receives guidance and instruction from the Senior Director of Development Engagement.

The incumbent is responsible for managing the annual endowment report program and plaque recognition, assisting with other stewardship projects as needed, and generating content for Development communications efforts. In addition, the Stewardship Coordinator supports the Senior Director and VP of Development as needed.

Strong organizational and analytical skills, strict attention to detail, and excellent oral and written communications are required. The incumbent must have strong computer proficiency, to include functional skills in word processing, database management and manipulation, spreadsheet utility, communications and web-based applications. They must understand and be able to operate the primary development software packages, specifically Raiser's Edge Database, to include running reports and queries and database cleanup and maintenance. In addition, thorough knowledge of the West Point Association of Graduates and the United States Military Academy is preferred.

A Bachelor's Degree is preferred or high school diploma plus three years administrative experience. We offer excellent benefits and a pleasant working environment. Salary is commensurate with skills and experience. Please submit cover letter, resume, and at least letters of reference to WPAOG job opportunities at: <http://chp.tbe.taleo.net/chp03/ats/careers/requisition.jsp?org=WPAOG&cws=1&rid=147>. To apply please go to [www.westpointaog.org](http://www.westpointaog.org) then click on "Employment" on the bottom left-hand side of the page.

West Point Association of Graduates is an Equal Opportunity Employer

View our website at: [www.westpointaog.org](http://www.westpointaog.org)

*Serving West Point and the Long Gray Line*