



West Point

ASSOCIATION OF GRADUATES

Planned Giving Officer

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.

The West Point Association of Graduates (WPAOG) is seeking a Planned Giving Officer. As a member of the Planned Giving Development team, this position contributes to the cultivation, solicitation, and stewardship of planned gifts to increase both the quantity and size of estate, life-income, and other planned gifts in support of the West Point Association of Graduates. In a highly collaborative environment, this individual will be expected to coordinate efforts with other Development departments, particularly the Major Giving staff, and other WPAOG and USMA staff where appropriate. This position reports to the Director of Planned Giving.

The Planned Giving Officer is expected to build and maintain relationships with a portfolio of approximately 80 assigned planned gift donors and prospects. The incumbent must be able to manage this portfolio in varying stages of involvement to ensure that timely steps are taken toward solicitation and lifetime stewardship of gifts. The incumbent is expected to meet personally with donors for purposes of cultivation and stewardship; the position requires substantial travel to the West and Southwest regions, as well as hosting donors and events both at West Point and in various other locations as appropriate.

The incumbent must be able to utilize the database to identify and qualify new potential donors. S/he must respond to donor-initiated questions, contact, and assist donors in identifying options for their philanthropic goals and monitor recognition and stewardship.

The Planned Giving Officer should have excellent writing, research and presentation skills and demonstrate intermediate level experience using Microsoft Office software, including Word, Excel, and PowerPoint. Excellent interpersonal skills, with the ability to establish and maintain relationships at all organizational levels is desired. A bachelor's degree is required, and an advanced degree is preferred. Prior planned giving fund-raising experience or a background in legal or financial estate planning is also preferred. Familiarity with the United States Military Academy or the military is desired.

We offer excellent benefits and a pleasant working environment. Salary commensurate with skills and experience. Position will pay approximately \$70K. Please submit cover letter, resume and letters of reference. To apply please go to <https://www.westpointaog.org/employment>. Additionally, the incumbent must live within commuting distance of West Point.

West Point Association of Graduates is an Equal Opportunity Employer

View our website at: www.westpointaog.org

Serving West Point and the Long Gray Line