

**Naval Postgraduate School Foundation, Inc.**  
**Job Description**  
**Position Title: Director of Membership Programs**

**Reports To:** Executive Director, NPS Foundation, Merrill Ruck

**Shift:** Full Time, Monday – Friday, 8:00 am to 4:00 pm (Excluding Federal Holidays)

**Position Summary:** The Director of Membership Programs is responsible for leading the membership function of the NPS Foundation. In coordination with the Director of Programming and Director of Communications, the Director of Membership will create and implement new membership programs and events to increase the foundation's membership.

**Minimum Requirements:**

- Bachelor's Degree from an accredited four year institution
- Three years professional work experience
- Excellent interpersonal skills and team player
- Customer service skills
- Working knowledge of Microsoft Office programs and the internet
- Knowledge of basic database systems
- Reliable and consistent work ethic

**Preferred Qualifications:**

- Bachelor's Degree in a business related field
- Non-profit experience is a plus

**Primary Responsibilities:**

- Process and facilitate all Foundation memberships, including tax letters
- Maintain membership renewals and monthly appeals to potential new members (students, faculty/staff, alumni, supporters & President's Circle)
- Coordinate Foundation membership events such as quarterly happy hour, student orientations, and other special events
- Maintain membership database "Donor Perfect" and provide informational reports
- Coordinate membership outreach to potential new members
- Assist in Foundation fundraising events, quarterly events and student events to include the Grand Winter Ball and America's Heroes Golf Tournament
- Liaison and assist the NPS Foundation Running and Cycling Clubs with apparel orders and event planning
- Provide support for the NPS Foundation Peacock Shop
- Periodic evening and weekend hours: attend student and donor events, including happy hours, evening receptions and student graduations
- Special projects as they arise

**Physical Requirements:** May be expected to lift items up to 15 lbs. in weight or push items up to 25 lbs. in weight.

**Dress Code:** Business attire. Slacks or Skirts are appropriate along with a business shirt/blouse or sweater. Friday is casual day but attire should still be professional for a business environment.

**Please submit resume and cover letter to:** [info@npsfoundation.org](mailto:info@npsfoundation.org). Resumes accepted until position has been filled.