



AIR FORCE MUSEUM FOUNDATION, INC.

ANNUAL GIVING OFFICER POSITION OPENING

The Air Force Museum Foundation, Inc. seeks a full-time Annual Giving Officer.

Introduction:

The Air Force Museum Foundation (AFMF) is a 501c3 corporation that raises philanthropic support to assist in the development and expansion of the facilities of the National Museum of the U.S. Air Force™ (NMUSAF), and provides annual funding to the Museum for special projects, exhibits, museum programs and special events, volunteer support, and promotional efforts. The NMUSAF is the world's oldest and largest military aviation museum. The main museum complex, comprised of 1,000,000 square feet under roof, is open to the public.

The AFMF was founded in 1960. The AFMF mission is to raise funds and awareness in support of the National Museum of the United States Air Force mission. To date the AFMF has raised philanthropic support from donors to fund 94% of all capital construction costs for the main museum complex.

Job Description:

The development team is pursuing strategic growth of the development program in five core areas: Annual Giving, Major Giving, Planned Giving, Stewardship/Donor Relations and, Database Management/Records Management/Gift Processing.

The Annual Giving Officer (AGO) will lead the Foundation's national annual giving donor program called the Friends of the National Museum of the U.S. Air Force™ (Friends Program) by developing strategic plans, goals, and objectives, and ensuring annual performance targets met. The AGO is responsible for all annual giving elements of the Friends Program and will collaborate closely with Foundation colleagues in the execution of work.

The Friends Program focuses on two areas of emphasis for donor/donation acquisition, retention and upgrade:

1. Off-site annual donors/donations
2. On-site annual donors/donations

The Annual Giving Officer supervises the full-time Entrance Hall Manager and the part-time Donor Experience Associates. The Annual Giving Officer works under the direct supervision of the Chief Development Officer. This position is full-time, salaried, exempt.

Duties and Responsibilities:

The Annual Giving Officer will organize and substantially grow annual giving to the Friends Program as follows:

- In conjunction with the Chief Development Officer (CDO) develop a Friends Program strategic plan, objectives, annual goals, and financial plan(s).





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- In collaboration with Development colleagues use industry best practices and methodologies to develop and execute a multi-year nationally recognized Annual Giving program.
- Manage and substantially grow a multi-year Annual Giving program to acquire, retain and upgrade off-site donors/donations via direct mail and digital appeals to generate financial support for short-, medium-, and long-term Museum and Foundation funding priorities.
- Manage and grow a multi-year program to acquire, retain and upgrade on-site donors/donations.
 - a. The AGO is responsible for the management and supervision of the Foundation's new Entrance Hall business (launched on 1 Jul 2020).
 - b. Manage the marketing & promotion of the AFMF contactless donation system that launches in Q1 2021.
 - c. Manage the marketing & promotion, and collection of all contributions to donation bins in the museum.
- Develop multi-year business program to grow the Legacy Data Plate Program in conjunction with the NMUSAF centennial celebration in 2023. Manage the growth and promotion of the program. Collaborate with Donor Relations in support of their management of the rest of the program (communication with purchasers, purchase and installation of plates and panels, planning and execution of the annual Legacy Data Plate Program, etc.).
- Monitor off-site and on-site annual giving program performance via weekly, monthly, quarterly financial reports for articulated KPIs. Work closely with Database Manager to ensure accuracy/fidelity of all reporting.
- In collaboration with Development and Marketing teams, contribute *Friends Journal* content regarding topics within the scope of AGO duties and responsibilities.
- Other duties as assigned.

Background, Skills, and Aptitude:

- Bachelor's degree with a minimum of five year's fundraising experience, preferably with extensive experience in national annual giving donor programs.
- Strong knowledge of philanthropic best practices in appeal writing and design, donor acquisition/retention/upgrade strategies, and social media focused communication.
- Demonstrated knowledge of visitor-centric business practices for museums and national/regional tourist destinations.
- Excellent/demonstrated project management skillsets to organize work via project plans and meet deadlines.
- Excellent/demonstrated project management skillsets required to meet/exceed revenue projections.
- Donor-centric and service-oriented approach to work.





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- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Strong staff supervision skillsets, including delegation of responsibilities and follow-up to insure strategy/task completion.
- Adherence to strict confidentiality of donor-related information, as well as all gift information files, documents, and reports.
- Intermediate level computer skills using a Windows based operating system, specifically MS Word, Excel, Outlook, and fundraising databases. Familiarity with Raiser's Edge and NXT, including email functions preferred. Working knowledge of Apple iPad.
- Honest and dependable; able to perform under pressure; and a team player.
- The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. Candidate must be willing to submit to a background check.
- The National Museum of the United States Air Force® is open seven (7) days a week, from 9:00 am – 5:00 pm. Candidate must be able to work to meet those needs, as necessary. Evening and weekend hours may be required to support special fundraising/membership activities and events. Position will require some local, regional, and national travel.

AFMF Vision:

Honoring every Airmen's story with a permanent home to inspire future generations.

AFMF Mission:

Raise funds and awareness to support the National Museum of the U.S. Air Force mission.

AFMF Core Values:

Candidate must agree to adhere to the Air Force Museum Foundation's Core Values:

Passion – Performing our roles with purpose, pride, and a positive attitude

Integrity – Accepting responsibility for our actions by making business decisions through experience and good judgment

Accountability – Dedicated to achieving positive results; owning and learning from our successes and failures

Respect – Committed to an inclusive and collaborative work environment

Contact Us:

Please contact Ms. Sarah Shatzkin at foundation@afmuseum.com with your resume and cover letter if interested.

