



## COMMUNICATIONS SPECIALIST POSITION OPENING

The Air Force Museum Foundation, Inc. seeks a full-time Communications Specialist.

### **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:**

As a critical role within the AFMF Marketing and Communication Team, the Communications Specialist works closely with the Creative Manager to shape and promote the Foundation brand internally and externally, helping to deliver best in class revenue and net income to the Foundation's bottom line.

The primary responsibilities of this position are to:

- Collect, organize, write, and edit content and copy for the quarterly *Friends Journal* donor magazine and Annual Report, along with all Foundation publications sold in the Air Force Museum Store.
- Work with the Development Business Unit on the writing of content as needed for collateral, appeals, proposals, donor letters, and other external materials.
- Manage relationship with and deliverables provided by outsourced social media vendor.

The Communications Specialist is part of the AFMF Marketing and Communication Team and works under the direct supervision of the Director, Marketing and Communication. This position is non-supervisory, full-time, salaried, exempt.





## **Duties and Responsibilities:**

### *Friends Journal*

- Coordinate with the Creative Manager to produce each issue of the *Friends Journal* according to the master schedule.
- Ensure all major elements of the *Journal* are completed by deadline dates, including soliciting, reviewing, editing and if needed, drafting articles and featured content for inclusion.
- Approve the overall layout of the Journal, determining major layout requirements of the Journal including theme, selection of articles, order of articles, and selection of key photos.
- Coordinate review by the Museum's Research Division for accuracy of historical and technical facts, and by the Secretary of the Air Force's Public Affairs office for security considerations, prior to publication. Delete portions of the manuscript deemed inappropriate. Any major changes to the manuscript will be coordinated with the author or submitter prior to publication.
- Determine photo requirements for proposed submissions.

### *Air Force Museum Foundation Publications*

- Provide accurate historical content for annual Museum Calendar. Support the Creative Manager on calendar theme determination.
- Support the development of brochures, programs, diagrams, signs, website copy, and others as requested to support AFMF Business Units.
- Along with the Creative Manager, updates the AFMF self-published books and collateral sold in the Air Force Museum Store.
- Edit Annual Report submissions from each Business unit to ensure all content is standardized and error free.
- Review final drafts of all of the above before submission to printer.

### *Development Writing*

- Create compelling and concise content in support of philanthropic priorities, which may include writing and editing stewardship and cultivation materials, event and video remarks and scripts, campaign website features, acknowledgment letters, and more as needed.
- Review and edit donor communications.





## AIR FORCE MUSEUM FOUNDATION, INC.

### *Social Media Management*

- Work with vendor to build and manage AFMF social media profiles and presence, including Facebook, Twitter, LinkedIn, Instagram and additional channels as determined.
- Ensure the usage of correct messaging and visual identity across social channels and contents.
- Vendor oversight and management.
- Performance reporting.
- Maintain alignment of content with AFMF mission, goals, and policies.
- Perform additional duties as assigned.

### **Background, Skills and Aptitude:**

- Demonstrated, professional editing skills and familiarity with the *AP Style Guide*.
- Willingness to acquire and maintain knowledge of NMUSAF and AFMF operations.
- Tact and the ability to guide and encourage writers.
- Excellent visual, verbal, and written communication skills.
- Outstanding eye for detail; concern for quality throughout design and production process.
- Reliable, organized, detail and deadline oriented. Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Excellent skills in coordinating and tracking projects for internal and commercial print production.
- Proficient with Microsoft Office Suite.
- Ability to triage and prioritize tasks based on deadline and importance.
- Ability to provide samples of previous writing/editing work.
- Adherence to strict confidentiality of member and donor-related information, as well as all gift information files, documents, and reports.
- 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, as a condition of employment.
- The Air Force Museum Foundation requires that all employees provide COVID-19 vaccine verification/or have an AFMF approved medical or religious accommodation, as a condition of employment.
- The National Museum of the United States Air Force® is open seven (7) days a week, from 9:00 am – 5:00 pm. Usual working days for this position are M-F. Some weekend/evening hours may be required to support special activities and events.



## AIR FORCE MUSEUM FOUNDATION, INC.

- The Air Force Museum Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **Preferred Experience:**

- Editing/Writing: 4 years.
- Familiarity with Aviation, Air Force history and/or the National Museum of the U.S. Air Force.
- Experience with Adobe Creative Suite.

### **Education:**

- Degree preferred, preferably in Journalism, English, Writing, Communications or a related field.

### **Supervisory Responsibilities:**

- N/A

### **Job Location:**

- Dayton, OH
- Full-time on site or hybrid (remote/on site)

### **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.





## AIR FORCE MUSEUM FOUNDATION, INC.

### **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:**

To apply for this position, please email Ms. Sarah Shatzkin at [foundation@afmuseum.com](mailto:foundation@afmuseum.com) with your resume, cover letter, and references.

