



AIR FORCE MUSEUM FOUNDATION, INC.

DEVELOPMENT ASSOCIATE POSITION OPENING

The Air Force Museum Foundation, Inc. seeks a full-time Development Associate.

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 Associate is an important position for the Foundation. The successful candidate enjoys data management and has fundraising CRM experience, preferably Raisers Edge experience. The supportive team player takes pride in providing high quality work and customer service and will represent the Development team as the primary point of contact to those who support the Foundation through their gifts, grants and other pledges of support. The position requires a high level of accuracy and attention to detail. The ability to multi-task and follow established processes are essential. The incumbent processes all incoming gifts and provides overall administrative support to the Development Office.

The Development Associate is part of the AFMF Development Team and works under the direct supervision of the Database Manager. This position is non-supervisory, full-time, hourly, non-exempt.

Duties and Responsibilities:

Data Processing

- Process all gifts/pledges on a daily basis; compile gifts and generate daily report of gifts for cash office. Keep an accurate database of records on all current prospects and donors including contact information; appropriate personal and gift information; notes





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regarding recognition, gift designations/conditions/restrictions, and other prioritized information.

- Maintain online and hardcopy files according to established processes.
- Work with Database Manager to complete assigned weekly/monthly data queries and data cleaning reports, including assisting with end of month reconciliation with Finance.
- Prepare all materials for in house and out-sourced gift acknowledgement letters (for signature by the appropriate person) in accordance with necessary Foundation and IRS guidelines.
- Daily financial reconciliation of funds.
- Process payments for Data Plates
- Process event registrations.

Administrative Assistance

- Handle incoming calls, emails, and general correspondence to the Development office; provide excellent customer service in assisting with calls.
- Coordinate completion of processing financial transactions (PO's, VISA charges, reimbursements, etc.).
- Perform general office duties.
- Assist the Development Office staff with preparation for internal meetings and visits with potential supporters of the Foundation. Activities to include but not limited to the following: scheduling, travel, parking, distribution of agendas and background information in advance, preparation of presentation materials and handouts, and thank you letters as appropriate.
- Other duties as assigned.

Background, Skills and Aptitude:

- Minimum three years' experience in data entry, reporting, and financial reconciliation in a fundraising CRM required, Raiser's Edge preferred.
- Experience interfacing with multiple databases: running regular queries, importing large quantities of data with accuracy, exporting accurate lists, and running accurate reports. Proficient with Microsoft Office suite.
- Strong interpersonal and written and oral communication skills.
- Customer-focused; service-oriented.
- Demonstrated attention to detail.
- Flexibility, enthusiasm, and professionalism to work effectively with military leaders, corporate and community leaders, Foundation Board members, Heritage Board members, and Museum/Foundation constituents from all backgrounds





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- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Strong organizational skills; ability to manage multiple projects simultaneously; team player.
- 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.
- The National Museum of the United States Air Force® is open seven (7) days a week, from 9:00 am – 5:00 pm, and on select evenings for special events. 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.
- 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.
- Four-year degree preferred.

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



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Contact Us:

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

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