



## **PART-TIME DONOR EXPERIENCE ASSOCIATE POSITION OPENING**

The Air Force Museum Foundation seeks a part-time Donor Experience Associate.

**Position Description:** Part-time Donor Experience Associates will work for the Development team, helping to implement tactics within the Foundation's overall donor acquisition strategy. Associates will initiate conversations with visitors and work directly with volunteers toward the goal of converting general visitors to donors. This position works under the general supervision of the Director of Annual Giving.

### **Responsibilities:**

Donor Experience Associates will have the following areas of responsibility:

- Obtain in-depth knowledge about the Air Force Museum Foundation's development program and the statement of case for donations that benefit the National Museum of the US Air Force®.
- Obtain in-depth knowledge on the National Museum of the US Air Force®, including types of galleries, location of main points of interest, information regarding attractions/conveniences offered to visitors, and mission/vision of the Museum.
- Explain the Air Force Museum Foundation's Development program to visitors.
- Acquire new donors.
- Accept one-time donations.
- Assist with stewardship activities for current donors.
- Other duties as assigned.

### **Qualifications:**

- Candidate must be customer-focused, service-oriented, and a team player; honest and reliable; detail-oriented and self-motivated.
- Candidate must possess tact and ability to communicate effectively with the public, with an approachable and outgoing demeanor.
- Sales, communication, or marketing experience preferred.
- Knowledge of and enthusiasm toward the U.S. Air Force and its history preferred.
- 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. Incumbent's acceptance of employment carries with it a commitment to work as directed and/or scheduled by the Air Force Museum Foundation. Associates will typically work 16-24 hours per week, including weekends.

### **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:

- Honor the relationship
- Passionate about the work and the mission
- Honesty/integrity
- Accountable
- Fulfillment
- Invest in ourselves

### **About the Air Force Museum Foundation, Inc.:**

The Air Force Museum Foundation (AFMF) was founded in 1960 as the philanthropic corporation that assists in the development and expansion of the facilities of the National Museum of the United States Air Force™ (NMUSAF), located at Wright-Patterson Air Force Base near Dayton, Ohio. In addition to funding capital construction and facility improvements, the Foundation provides annual funding to the Museum for special projects and underwrites several programs involving a wide range of activities geared toward education, volunteer support, special events, and promotional efforts.

Since its inception, AFMF has gifted \$87.3M (approximately \$140M in today's dollars) to the U.S. Air Force for capital construction, including \$40.8M for the recent successful fourth building capital campaign. The fourth building opened to the public in June 2016.

AFMF funds special events such as exciting exhibit openings including the Space Shuttle Exhibit and the Doolittle Tokyo Raiders Congressional Gold Medal exhibit, and supports monthly Family Days, the Living History Film Series, and Space Fest. AFMF gifted over \$2M for events and programs in the past five years.

Find more information at <http://www.afmuseum.com/>

### **About the National Museum of the United States Air Force:**

The NMUSAF is located at Wright-Patterson Air Force Base near Dayton, Ohio, and is the service's national institution for preserving and presenting the Air Force story. Each year more than one million onsite visitors learn about the mission, history and evolving capabilities of America's Air Force.

The museum is the world's largest military aviation museum featuring more than 360 aerospace vehicles and missiles on display amid more than 17 acres of indoor exhibit space. Thousands of personal artifacts, photographs and documents further highlight the people and events that comprise the Air Force storyline, from the beginnings of military flight to today's war on terrorism.

Find more information at <http://www.nationalmuseum.af.mil/Upcoming/PressRoom/MediaKit.aspx>

### **Contact Us:**

Please contact Ms. Sarah Shatzkin at [foundation@afmuseum.com](mailto:foundation@afmuseum.com) with your resume and cover letter if interested.