



FULL-TIME PLANNED GIVING & MAJOR GIFTS OFFICER POSITION OPENING

The Air Force Museum Foundation, Inc. seeks a full-time Planned Giving & Major Gifts Officer.

I. Introduction:

The Air Force Museum Foundation is a philanthropic corporation that assists in the development and expansion of the facilities of the National Museum of the U.S. Air Force™ (NMUSAF), and provides funding to the Museum for special projects, programs, special events, volunteer support, and promotional efforts.

II. Job Description:

Managing a combined portfolio of donors, the Planned Giving & Major Gifts Officer (PGMGO) will function as a key strategist, working closely with all members of the Development team to secure commitments to the Foundation's Legacy Society, and secure major gifts in support of Museum and Foundation funding priorities.

The PGMGO works under the direct supervision of the Senior Major Gifts Officer (SMGO) of the Air Force Museum Foundation. The PGMGO position is non-supervisory, full-time, salaried, exempt.

In recent years the Planned Giving and Major Gifts programs of the Foundation have matured. Both programs are well positioned to enter into a new phase of growth and productivity. The Planned Giving & Major Gifts Officer will play an integral role in planning and executing this growth in conjunction with other Development colleagues.

III. Duties and Responsibilities:

The Planned Giving & Major Gifts Officer will organize and substantially grow giving to the Foundation's Legacy Society as follows:

- In conjunction with the SMGO develop and execute a Legacy Society strategic plan, including objectives, annual goals, and financial plan for review and approval by the Chief Development Officer (CDO).
- Qualify, cultivate, solicit and steward current and prospective planned giving donors, through face-to-face visits, telephone & video calls, personalized correspondence, and other creative engagement opportunities to strengthen donor relationships with the AFMF and NMUSAF.
- Respond to planned giving inquiries or leads generated and follow up with appropriate cultivation and stewardship methods to close gifts.
- Upon notification of a planned giving gift intention, ensure donors are thanked promptly and properly. Record donor information, and update records as needed in appropriate database.





AIR FORCE MUSEUM FOUNDATION, INC.

- Responsible for the creation and distribution of Legacy Society marketing and promotional materials.
- Responsible for the creation of all Planned Giving webpage content; act as liaison with Planned Giving resources (e.g., Crescendo)
- Establish, track and report KPIs, in conjunction with the SMGO and the Database & Data Analytics Manager, for the Legacy Society.
- Calculate projected PG revenue on an annual basis. In concert with the SMGO and Database & Data Analytics Manager review and update this formula, as needed, based on program performance.
- Develop and maintain network of at least three individuals who can serve as allied professionals on the technical aspects of gift planning.

The PGMGO will execute major gift initiatives to meet financial and strategic goals for the AFMF Major Gifts program. The PGMGO will be responsible for annually securing private contributions from individuals, corporations, and foundations in support of Foundation funding priorities for the NMUSAF.

Fundraising Strategies:

- Create and implement, in partnership with the CDO & SMGO, short-, medium-, and long-term individual and corporate donor cultivation and solicitation strategies.
- Develop strategic funding requests, solicit and secure gifts in support of funding priorities of the Foundation.
- In collaboration with the CDO, SMGO and Database & Data Analytics Manager the PGMGO will track and report KPIs for the Major Gift program.
- File contact reports on a weekly basis in the Foundation's CRM system.

Stewardship:

- In collaboration with Annual Giving & Donor Relations colleagues, and AFMF Finance, complete gift agreements pursuant to AFMF Development policies and procedures – to include appropriate review and approval by AFMF and NMUSAF colleagues.
- Work collaboratively with colleagues to create donor cultivation and stewardship plans.
- Collaborate with Annual Giving & Donor Relations colleagues to ensure donor recognition agreements are honored.

Other Duties

- Maintain a consistent and visible on-site presence in the execution of job responsibilities and interactions with Foundation and Museum colleagues.
- Participate in continuing education to maintain and expand upon current knowledge.





- Other duties as assigned.

IV. Background, Skills, and Aptitude:

- Bachelor's degree required; CFRE preferred.
- 5 years of success identifying planned gift prospects, and cultivating, soliciting, closing, and stewarding individual planned gifts.
- 5 years of success cultivating, soliciting, closing, and stewarding major gifts
- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Strong organizational and project management skills; ability to manage multiple projects simultaneously with good attention to detail.
- Strong interpersonal, written, and oral communication skills.
- Flexibility, enthusiasm, and professionalism to work effectively with military leaders, corporate and community leaders, Foundation Board members, and Museum/Foundation diverse constituents.
- Strong organizational and project management skills; ability to manage multiple projects simultaneously; team player with demonstrated attention to detail.
- Strong financial skills; proficient in accurate budgeting, forecasting, reporting and modeling financial/performance-based metrics
- Strong computer skills; proficient with the Microsoft Office; demonstrated expertise with database management programs and reporting (experience with Blackbaud's Raiser's Edge preferred)
- Adherence to strict confidentiality of 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 USAF is open seven (7) days a week from 9:00 am – 5:00 pm. Candidate must be able to work to meet those needs. Evening and weekend hours may be required to support fundraising/donor activities.
- 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





AIR FORCE MUSEUM FOUNDATION, INC.

policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

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

About the Air Force Museum Foundation, Inc.:

The Air Force Museum Foundation 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, the 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. The AFMF funds special events such as exciting exhibit openings including the Space Shuttle Exhibit and the Doolittle Tokyo Raiders Congressional Gold Medal exhibit. The AFMF also funds monthly Family Days, the Living History Series, and the "D-Day: Freedom





AIR FORCE MUSEUM FOUNDATION, INC.

from Above" temporary augmented reality exhibit. The Air Force Museum Foundation 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 National Museum of the USAF 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/>

Contact Us:

Please email Ms. Sarah Shatzkin at hireing@afmuseum.com with your resume and cover letter, and any other relevant information if interested in applying.

