



# AIR FORCE MUSEUM FOUNDATION, INC.

## SEASONAL DONOR EXPERIENCE ASSOCIATE II POSITION OPENING

The Air Force Museum Foundation, Inc. seeks part-time Seasonal Donor Experience Associate II's.

**Position Description:** The Seasonal Donor Experience Associate II (DEA II) will work for the Development team, to implement tactics within the Foundation's visitor engagement strategy, and donor acquisition, retention, and stewardship strategies. DEA II's will initiate conversations with visitors and work directly with volunteers to engage visitors to assist them in planning their visit, converting general visitors to donors, and retaining and stewarding current donors. This position works under the general supervision of the Entrance Hall Manager (EHM). In general, this position starts on Memorial Day and concludes on Labor Day.

### **Responsibilities:**

Donor Experience Associate II's 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™ (NMUSAF).
- Obtain in-depth knowledge on the NMUSAF, including types of galleries, location of main points of interest, information regarding attractions/conveniences offered to visitors, and mission/vision of the museum.
- Greet visitors, provide general Museum information, and enhance their overall experience at the Museum.
- Explain the Air Force Museum Foundation's Development program to visitors.
- Acquire new donors.
- Accept one-time donations.
- Assist with stewardship and renewal activities for current and prospective donors.
- Promote and sell Attractions vouchers.
- Promote Museum Store and Café offerings.
- Other duties as assigned.

### **Qualifications:**

- At least two years of communications, marketing, or sales experience
- Excellent written/verbal communication skills
- Approachable and outgoing demeanor
- Detail-oriented
- Self-motivated





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- Demonstrated track record of success
- Knowledge of and enthusiasm toward the U.S. Air Force and its history is preferred
- 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. Incumbent must be willing to submit to a background check.
- 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. Donor Experience Associate II's are part-time employees. DEA II's will typically work 24-32 hours per week, including weekends. Evening hours may be required to support special activities/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.

### **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





## AIR FORCE MUSEUM FOUNDATION, INC.

### **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 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 contact Ms. Sarah Shatzkin at [foundation@afmuseum.com](mailto:foundation@afmuseum.com) with your resume or application, and any other relevant information (cover letter, references, etc.) if interested.

