



AIR FORCE MUSEUM FOUNDATION, INC.

EXECUTIVE ASSISTANT POSITION OPENING

The Air Force Museum Foundation, Inc. seeks a full-time Executive Assistant.

Introduction

The Air Force Museum Foundation (Foundation) was chartered in 1960 as a philanthropic corporation with the purpose of supporting the National Museum of the U.S. Air Force™ (Museum).

The Foundation works to raise funds and awareness in support of the Museum's mission - to inform and educate the public on the important role of the U.S. Air Force in the nation's defense. To date, the Foundation has raised over \$100M in philanthropic support from donors to fund the capital construction costs for the world's largest military aviation museum. In addition, donors help to restore aircraft, educate the public, install new exhibits, hold special events, support volunteers, and maintain a world-class collection.

Position Description

The Executive Assistant at the AFMF, reporting to the Chief Executive Officer (CEO), AFMF, supports all aspects of the AFMF Executive Office function, including Board of Trustees Support, IT Support, Procurement, and Administrative Duties. This position serves as the assistant to the CEO and performs administrative duties in support of the AFMF Executive Office – including Finance.

This position works under the direct supervision of the CEO, AFMF. This position is non-supervisory, full-time, salaried, exempt.

Key Responsibilities

General Administrative:

- Perform clerical and administrative tasks, including drafting letters, memos, reports, expense reports, and other documents
- Schedule meetings, prepare meeting agendas, and take meeting notes
- Answer and transfer phone calls, screening calls when necessary
- Record inbound and outbound mail for Executive Office
- Manage office equipment fleet and office supply ordering while ensuring office supply expenses are within budget
- Manage annual Foundation insurance renewals/audits, in conjunction with insurance broker





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- Project Manager on select Foundation and Museum projects
- Maintain files and pertinent AFMF documents in accordance with record retention policy
- Responsive to emails, calls, and requests on evenings and weekends
- Perform other duties as required

Assistant to the CEO:

- Manages and assesses daily needs and priorities of the CEO, including complex calendar management.
- Responsibilities include answering phones, filing and managing paperwork, managing CEO's calendar, arranging travel and managing expenses
- Prepare CEO's company credit card receipts and reconcile monthly credit card statements
- Assist CEO with the procurement process (e.g., requirements definition, RFP/RFQ development and dissemination, proposal evaluation, award, and administration)
- Responsible for the planning and execution of Executive Office hosted Foundation-wide events
- Maintain a listing of all tasks assigned by the CEO to ensure key suspense dates are met. This requires proactive and close coordination with departments and project managers to maximize efficiency.
- Review materials prepared for the VP's approval/signature for accuracy and proper format.
- Receives visitors, telephone calls and mail for CEO; ascertains nature of business and personally handles those requesting routine information, appointments and tasks; directs remainder to appropriate official/staff.
- Coordinates and completes projects and administrative assignments as directed by the CEO.
- Perform other duties as required

Finance Support:

- Accounts Receivable tasks (invoice preparation, AR invoice management, and process AR payments)
- Collaboratively work with Museum Budget Analyst with regard to Museum Program Support annual budget (i.e., reviewing, processing, procuring, and tracking museum budget requests)
- Perform other duties as required





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Board Management:

- Serve as the primary point of contact for members of the Board of Trustees
- Assume full responsibility for the management of board activities, minutes, and agenda development in coordination with Board Chair and CEO
- Schedule, plan, and coordinate all Board and Committee Meetings (e.g., materials, telecommunications, refreshments, and facilities)
- Ensure all action items are coordinated for timely distribution to the Board in advance of all meetings
- Maintain Board contact information and biographical data as provided by the members of the Board of Trustees and maintain all other necessary Board information
- Other duties or projects as assigned by the CEO

Tactical IT Liaison Support:

- Manage AFMF and NMUSAF IT programs by working with external IT contractor
- Manage external IT contractor by communicating job expectations and appraising their performance
- Ensure security of data, network access, and backup systems. Manage Cyber Security insurance requirements, Cyber Security Personnel Policies, Incident Response Plan (IRP), PCI compliance, and coordination of IRP tabletop exercise
- Ensure alignment of user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Assist with IT asset record management
- Handle annual budget and ensure cost effectiveness

Requirements & Qualifications

- Excellent communication and interpersonal skills
- Motivated, organized, and focused with an attention to detail
- Ability to remain professional in stressful situations and focused amid constant interruptions in a fast-paced environment, while working with all levels of internal management and staff, as well as outside contacts
- Ability to maintain the highest degree of professionalism, confidentiality, discretion, tact, and flexibility, and can prioritize and manage multiple tasks
- Position requires a working knowledge of English, punctuation, spelling, arithmetic, modern office practice and procedures, and skills
- Proficient with Microsoft Office Suite





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Minimum Education and Experience Requirements

- Minimum of 4 years of administrative experience required (non-profit setting preferred)
- Bachelor's degree in Business preferred

Special Considerations (Work Environment, Schedule, Required Travel, etc.)

- Works in a clean, comfortable environment with some noise and distractions
- Work is mostly sedentary or light work; however, the ability to lift or move 5-45 pounds is occasionally required to carry packages and office supplies
- Talking and Hearing: Expressing or exchanging ideas by means of the spoken word
Those activities which demand detailed or important instructions spoken to others or recorded by listening accurately and/or quickly
- May require some bending, stooping, pushing, pulling and climbing
- Hand/eye coordination for operation of computer systems
- Vision to read reports and other written material

Compensation

- **Salary Range:** \$45,000 - \$50,000 annual salary
- **Benefits:** Health Insurance, Dental Insurance, Vision Insurance, Short-term Disability Insurance, Life Insurance, Employee Assistance Program, Paid Time Off (PTO) Leave, Paid federal holidays, 401K Plan with employer match of 100% up to 5% of employee salary.

Other Significant Facts

- 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 Executive Assistant's scheduled hours are generally Monday-Friday. Incumbent's acceptance of employment carries with it a commitment to work as directed and/or scheduled by the Air Force Museum Foundation. Occasional evening and weekend hours will be required to support special 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





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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

Contact Us:

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

