



# AIR FORCE MUSEUM FOUNDATION, INC.

## MAJOR GIFTS OFFICER POSITION OPENING

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

### **About the Air Force Museum Foundation**

The Air Force Museum Foundation (AFMF) is a dedicated nonprofit organization committed to supporting the National Museum of the United States Air Force (NMUSAF), situated at Wright-Patterson Air Force Base near Dayton, Ohio. Functioning as the museum's crucial partner, the Foundation focuses on securing funding and resources to enhance Museum facilities, exhibits, and educational programs.

To ensure the long-term sustainability of the NMUSAF, the Foundation engages in diverse fundraising activities, and strategic partnerships with individuals, corporations, and organizations. By providing resources to create new exhibits, restore historical aircraft, develop educational initiatives, and maintain museum facilities, the Foundation plays a pivotal role in advancing the museum's mission of preserving and presenting the rich history of the U.S. Air Force.

The NMUSAF, which celebrated its centennial in 2023, is the world's oldest and largest military aviation museum. In 2024 the Museum welcomed over 820,000 visitors from across the U.S. and around the world.. The Museum has received over \$100M in philanthropic support from the Foundation over the last 64 years, shaping its current existence and setting the stage for the museum's future.

### **Position Description**

The Air Force Museum Foundation seeks a dynamic and strategic Major Gift Officer (MGO) to support its growing fundraising efforts.

Reporting to the Chief Development Officer (CDO) and serving as a critical member of the Development team, the MGO will play a pivotal role in developing and executing donor discovery, qualification, engagement, solicitation, and stewardship strategies. The MGO will consistently drive and manage strategic, personalized engagement with individual, corporate, and foundation donors, matching donors' interests and philanthropic priorities with the mission and goals of the museum and the foundation.

### **Key Responsibilities**

#### **Donor Management:**





## AIR FORCE MUSEUM FOUNDATION, INC.

- Qualify and manage a portfolio of 125-150 donors.
- Conduct regular in-person and virtual meetings with donors; engaging donors through events and regular communications.
- Work with donor relations and marketing colleagues to communicate the impact of Foundation donors on the Museum.
- Utilize Museum events and Foundation and/or donor events to cultivate and deepen individual and organizational relationships.

### **Fundraising Planning:**

- Create and execute an annual fundraising plan in conjunction with the CDO.
- Set objectives for individual and organizational fundraising and utilize a CRM management program to cultivate, solicit and steward donors
- Define success metrics such as visits/meetings, meaningful engagements, number of proposals, dollars asked, and dollars raised.

### **Solicitation and Proposal Writing:**

- Solicit individuals, corporations, and other funders directly.
- Write proposals and create supplementary materials for major gift solicitations.

### **Prospect Development:**

- Ensure Foundation donors are stewarded well.
- Identify and cultivate new prospect leads.
- Deepen relationships and upgrade annual donors to major giving or planned giving donors.
- Assist in the establishment of a Foundation portfolio of 20-30 corporate donors and sponsors.

### **Data Management:**

- Utilize Blackbaud NXT to record gift officer and donor engagement activities.
- Partner with Donor Relations, Data/Gift Processing, and AFMF Finance to ensure required gift paperwork and donor recognition/corporate acknowledgments are captured internally and recognized in relevant publications/social media and other collateral.

### **Communication and Materials Development:**





## AIR FORCE MUSEUM FOUNDATION, INC.

- Provide input on the creation of print/electronic materials conveying Museum and Foundation priorities to current and prospective donors.
- Ensure that materials are segmented and distributed in a targeted, timely, and consistent manner.

### **Requirements & Qualifications**

The successful candidate will have the strong organizational, relationship, collaboration, and oral and written communication skills necessary to relay the Air Force Museum Foundation's mission effectively.

The candidate will also have:

- 10+ years nonprofit fundraising experience, including major giving, planned giving, annual giving, corporate sponsorships, special projects/program support, endowment, or capital fundraising.
- A proven track record of successful fundraising and demonstrated experience in securing major gifts.
- Strong affinity for the United States Air Force (USAF) and other branches of the U.S. military, as well as a keen interest in military and civilian aviation, aviation history, STEM education, and inspiring young people to pursue aviation and aerospace careers.
- Knowledge of key stakeholders in the USAF and civilian aviation communities, the national defense sector, STEM education and workforce development communities, and veterans' communities is a plus.
- An understanding of the museum sector and operations, preferred.

**Compensation:** \$110,000 - \$120,000 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.

**Location:** An in-office or hybrid work schedule is desired. Will consider fully remote candidates candidates.

**Required travel:** Local, regional and national travel is required (25-50%). Working during the evenings or weekends may also be necessary.

### **Other Significant Facts**





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- 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 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.
- 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.

