



The Air Force Museum Foundation, Inc., a State of Ohio corporation and IRS section 501(c)(3) non-profit that supports the National Museum of the United States Air Force™ (NMUSAF), is seeking candidates to serve as Chief Executive Officer (CEO). The CEO provides top leadership and management for the Foundation, which is engaged in Museum-based business operations and dedicated fund-raising. Funding earned and raised by the Foundation is periodically gifted to the NMUSAF for capital construction and Museum programs. The CEO ensures fulfillment of the mission and objectives of the Foundation, through execution of the requirements of the attached position description.

Located in the NMUSAF at Wright-Patterson Air Force Base near Dayton, OH, the Air Force Museum Foundation, Inc. has a staff of approximately 45 full-time and 40 part-time employees. The Foundation is governed by a 30-member Board of Trustees, to which the CEO will report.

The position requires a proven record of accomplishment in fundraising, organizational leadership, business and investment management, and related areas. A Bachelor's Degree with relevant education and experience is required; a Master's Degree in a related management field is highly desired. Business and/or Air Force executive-level leadership and management experience is a significant advantage to performing effectively in this position.

**Qualified applicants should submit applications to:**

The Air Force Museum Foundation, Inc.  
[hiring@afmuseum.com](mailto:hiring@afmuseum.com)

Please include your resume and cover letter as email attachments.  
Please include your first and last name in the titles of these attachments.

**Chief Executive Officer  
Air Force Museum Foundation, Inc.**

Position Type: Full-Time, Salaried, Exempt

Reports To: Air Force Museum Foundation Chair, Board of Trustees

Supervises: Chief Development Officer, Directors (Events, Finance & Accounting, Food Service & Facilities, Human Resources, Marketing & Communication, Retail, Visitor Services)

**I. Introduction:**

The Air Force Museum Foundation (AFMF) is a 501(c)(3) corporation that raises philanthropic support to assist in the development and expansion of the facilities of the National Museum of the U.S. Air Force™ (NMUSAF) and provides annual funding to the Museum for special projects, exhibits, museum programs and special events, volunteer support, and promotional efforts. The NMUSAF is the world's oldest and largest military aviation museum, with more than 1,000,000 square feet of exhibit space.

Since its founding in 1960, the AFMF has raised philanthropic support to fund 94% of all capital construction costs for the Museum's main complex. The AFMF mission is to raise funds and awareness in support of the NMUSAF's mission, ensuring that the stories of Airmen are preserved and shared for future generations.

**II. Overview of Responsibilities:**

The CEO is the leader of the organization, responsible for providing vision, direction, and resources to advance the AFMF mission in support of the NMUSAF. The CEO's foremost priority is to drive fundraising and development, ensuring robust and sustainable support for capital projects, annual program needs, exhibits, and educational initiatives of the NMUSAF. The CEO must be a dynamic and strategic fundraiser with demonstrated success in cultivating, soliciting, and stewarding major donors, corporate partners, and foundations. The role requires regular travel and proactive engagement with donors nationwide, positioning the Foundation as the premier philanthropic partner of the NMUSAF. The CEO also provides executive leadership across AFMF's business units, ensuring operational success, strong financial stewardship, and alignment with the shared vision: *"To educate, inspire, and connect the world to Air and Space."*

**III. Key Responsibilities/Essential Functions:**

Under the supervision of the Chair, Board of Trustees, the major responsibilities of this position include, but are not limited to:

**A. Alignment with the National Museum of the United States Air Force™**

- Maintain a healthy, productive, and mutually beneficial relationship with the Director, National Museum of the United States Air Force™, and Museum leadership.
- Ensure AFMF fundraising, communications, and programming strategies are directly aligned with the Museum's mission, exhibits, and priorities.
- Partner with NMUSAF in building relationships with local, national, and international

communities to expand awareness and support.

- Provide leadership in advancing the Joint Strategic Plan between AFMF and NMUSAF, ensuring Foundation activities and resources are aligned with shared goals and objectives.
- Regularly evaluate and measure progress on the Joint Strategic Plan, identifying successes, challenges, and areas for adjustment to maximize impact.
- Report to the AFMF Board of Trustees on the progress of the Strategic Plan, providing clear updates on outcomes, resource allocation, and alignment with NMUSAF priorities.
- Ensure accountability for execution of AFMF's responsibilities within the Strategic Plan, while fostering collaboration and transparency with NMUSAF leadership.

## **B. Fundraising & Development**

- Serve as the Foundation's chief fundraiser and ambassador, leading a comprehensive fundraising strategy to secure major gifts, corporate sponsorships, grants, planned gifts, and annual fund support.
- Personally cultivate, solicit, and steward major donors and corporate partners, engaging them regularly through in-person visits, events, and communications.
- Travel frequently to meet donors and stakeholders across the U.S., representing the AFMF and NMUSAF with professionalism, passion, and vision.
- Design and oversee execution of capital campaigns to fund Museum construction, exhibits, and educational programs.
- Establish and monitor measurable development goals, ensuring year-over-year growth in contributed revenue.
- Inspire, mentor, and manage the Development team to maximize donor engagement, retention, and growth.
- Bring an entrepreneurial lens to the CEO role, exploring traditional and non-traditional development/business opportunities.

## **C. Overall Management**

- Operations: Provide leadership to AFMF's business enterprises (Museum Store/Launch Pad Shop n' Snack, Visitor Services/Theatre/Simulators, Event Business). Ensure these businesses are financially sound, innovative, and mission supportive.
- Financial:
  - Oversee Foundation investments and financial stewardship with a focus on sustainability and growth.
  - Ensure transparency, accountability, and integrity in financial practices, achieving an annual clean audit.
- Shared Services & Communications: Oversee HR, marketing, and communications to ensure a strong brand presence, operational efficiency, and mission alignment.

#### **D. Talent Management/Supervision**

- Build and lead a high-performing team with a culture of accountability, collaboration, and excellence.
- Ensure staff are empowered with clear goals, competitive compensation, mentorship, and professional growth opportunities.

#### **E. Additional Responsibilities**

- Actively represent the Foundation in business, civic, military, and community forums, nationally and internationally, to enhance the organization's visibility and impact.
- Serve as the primary liaison with the Board of Trustees, providing regular updates on financial performance, development progress, and strategic initiatives.
- Collaborate with Trustees in donor cultivation and solicitation, engaging them as partners in philanthropy.

#### **IV. Controls Over Work:**

The CEO receives strategic guidance from the Chair and Board of Trustees but exercises broad independent judgment in daily operations, fundraising activities, and donor engagement.

#### **V. Background, Skills, and Aptitude:**

- Senior leadership experience in non-profit management, with a **proven record of success in fundraising and development** (major gifts, campaigns, and corporate partnerships required).
- Demonstrated ability to engage, cultivate, and solicit major donors, corporate leaders, and foundations.
- Willingness and ability to travel frequently for donor and stakeholder engagement.
- Strong leadership, interpersonal, and communication skills, with the ability to inspire trust, passion, and commitment to the mission.
- Experience in managing complex organizations, balancing fundraising, business operations, and stakeholder relations.

#### **VI. Education:**

Bachelor's Degree required. Master's degree in management, nonprofit leadership, fundraising, or related field highly desired.

#### **VII. Salary and Benefits:**

Goals and performance standards, compensation and benefits will be determined by the Board of Trustees. Salary adjustments will be in accordance with procedures approved by the Board.

### **VIII. Other Significant Facts:**

- The Air Force Museum Foundation is an equal opportunity employer and does not discriminate on the basis of any characteristic protected by law.
- This position is on-site at the National Museum of the USAF™. Candidate must be able to work evenings and weekends as required for events, donor engagement, and Museum programming.
- Frequent domestic travel required for donor cultivation, solicitation, and stewardship.
- Background check and compliance with AFMF employment policies required.
- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

#### **AFMF Vision:**

To educate, inspire, and connect the world to Air and Space.

#### **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