



# AIR FORCE MUSEUM FOUNDATION, INC.

## DEVELOPMENT ASSOCIATE POSITION OPENING

The Air Force Museum Foundation seeks a full-time Development Associate.

### **Introduction**

The Air Force Museum Foundation (AFMF) was chartered in 1960 as a philanthropic corporation with the purpose of supporting the National Museum of the United States Air Force (NMUSAF).

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 nearly \$100M 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 successful Development Associate candidate enjoys data management and has fundraising CRM experience, preferably Raisers Edge experience. The supportive team player takes pride in providing high quality work and customer service and will represent the Development team as the primary point of contact to those who support the Foundation through their gifts, grants and other pledges of support. The position requires a high level of accuracy and attention to detail. The ability to multi-task and follow established processes is essential. The incumbent processes all incoming gifts and provides overall administrative support to the Development Department.

The Development Associate is part of the Development Department and works under the direct supervision of the Database & Data Analytics Manager. This position is non-supervisory, full-time, hourly, non-exempt.

### **Duties and Responsibilities**

The Development Associate will have the following areas of responsibility:

#### **Gift Processing**

- Process all gifts/pledges on a daily basis; compile gifts and generate daily report of gifts for cash office. Keep an accurate database of records on all current prospects and donors including contact information; appropriate personal and gift





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information; notes regarding recognition, gift designations/conditions/restrictions, and other prioritized information.

- Maintain online and hardcopy files according to established processes.
- Work with Database & Data Analytics Manager to complete assigned weekly/monthly data queries and data cleaning reports, including assisting with end of month reconciliation with Finance.
- Processes event registrations.

### **Administrative Assistance**

- Handle incoming calls, emails, and general correspondence to the Development Department; provide excellent customer service in assisting with calls.
- Coordinate completion of processing financial transactions (PO's, VISA charges, reimbursements, etc.).
- Perform general office duties.
- Provide administrative support for the development of presentations and proposals, the completion of application forms, grant fund tracking, and others as needed.
- Assist the Development Department staff with preparation for internal meetings and visits with potential supporters of the Foundation. Activities to include but not limited to the following: scheduling, travel, parking, distribution of agendas and background information in advance, preparation of presentation materials and handouts, and thank you letters as appropriate.
- Prepare all materials for in-house and out-sourced gift acknowledgement letters (for signature by the appropriate person) in accordance with necessary Foundation and IRS guidelines.
- Process payments for Legacy Data Plates.
- Other duties as assigned.

### **Database Management & Analysis**

- Execute the monthly renewal process.
- Lead and build global data changes.
- Write and run audit queries.
- Resolve reconciliation issues.
- Generate recurring communication lists and reports.





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## **Software & Systems Management**

- Manage additional software platforms like Aquirt and other development systems.
- Conduct prospect research using various database tools.

## **Training & Documentation**

- Train new Development Associate hires on database systems.
- Train all new hires on processes like expense submission.
- Write and maintain procedural documents.

## **Minimum Education and Experience Requirements**

- 2-3 years of experience in the fundraising field and experience in database entry and reporting. Experience with fundraising CRM required, experience with Raiser's Edge preferred.

## **Qualifications**

- Experience interfacing with multiple databases: running regular queries, importing large quantities of data with accuracy, exporting accurate lists, and running accurate reports.
- Computer literate; proficient with Microsoft Office suite.
- Strong organizational skills; ability to manage multiple projects simultaneously.
- Demonstrated attention to detail.
- Strong interpersonal and written and oral communication skills.
- Customer-focused; service-oriented.
- Flexibility, enthusiasm, and professionalism to work effectively with military leaders, corporate and community leaders, Foundation Board members, and Museum/Foundation diverse constituents.
- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Adherence to strict confidentiality of member and donor-related information, as well as all gift information files, documents, and reports.

## **Job Location:**

- Dayton, OH (on-site at the National Museum of the USAF).

## **Compensation**

- **Pay Rate:** \$20.00/hour.





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- **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.

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

- Works in an office 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.

### **Other Significant Facts**

- The Development Associate'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, such as fundraising events. The National Museum of the United States Air Force is open seven days a week.
- 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 is an equal opportunity employer and does not discriminate on the basis of any characteristic protected by law.
- 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.





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### **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.

### **Interested 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.

