AIR FORCE MUSEUM FOUNDATION, INC.

Chief Development Officer

Air Force Museum Foundation, Inc.

Located at the National Museum of the United States Air Force™ | Dayton, Ohio

About the Air Force Museum Foundation

The Air Force Museum Foundation is the exclusive 501(c)(3) nonprofit providing philanthropic support for the National Museum of the United States Air Force. Through philanthropy and strategic partnerships, the Foundation strengthens the Museum's ability to preserve stories, enhance transformative experiences, and connect audiences to the legacy, service, and future of Air and Space.

> **OUR VISION:** *To educate, inspire, and connect the world to Air and Space.*
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> **OUR MISSION:** *To strengthen and expand the impact of the National Museum of the U.S. Air Force by mobilizing philanthropic support, enhancing transformative experiences, and connecting global audiences to the legacy, service, and future of Air and Space.*

Position Summary

Reporting directly to the Chief Executive Officer (CEO), the Chief Development Officer (CDO) leads AFMF's comprehensive fundraising program and serves on the AFMF Leadership Team. The CDO is accountable for philanthropic revenue growth, donor retention, stewardship, and Development team performance. This executive personally cultivates, solicits, and stewards major donors while directing annual, leadership, planned, corporate, and foundation giving. In partnership with the CEO, Trustees, colleagues, and Museum leadership, the CDO turns approved priorities into compelling funding opportunities and lasting donor relationships across the country.

Essential Responsibilities

Fundraising Strategy and Executive Leadership

- Develop and execute CEO-approved annual and multiyear fundraising plans aligned with AFMF's mission, the Joint Strategic Plan, and the five pillars of support: Preserve, Educate, Inspire, Enhance, and Connect.

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- Establish funding priorities, cases for support, revenue goals, and campaign strategies for unrestricted support and approved restricted, capital, and endowment opportunities; evaluate readiness and resources before recommending new initiatives.
- Advise the CEO and Leadership Team on philanthropic opportunities, risks, and performance. Prepare Board reports and equip Trustees and volunteer leaders to participate effectively in cultivation, solicitation, and stewardship.

Major Gifts and Planned Giving

- Manage a personal portfolio of major donors and qualified prospects, with individualized cultivation, solicitation, and stewardship plans. Personally secure significant and multiyear commitments and achieve assigned fundraising goals.
- Maintain consistent off-site, in-person donor meetings and local, regional, and national travel. Prepare the CEO and Trustees for donor engagement and ensure timely follow-through on commitments and next steps.
- Direct prospect qualification, portfolio assignments, and moves management across the team. Preserve donor relationship continuity while engaging colleagues whose expertise can advance the donor's philanthropic interests.
- Guide planned giving strategy with the Director of Planned Giving, integrating legacy conversations, referrals, donor education, and stewardship into the broader fundraising program and coordinating complex gifts with appropriate advisors.

Annual Giving and Donor Programs

- Lead the strategy, program design, and annual evaluation of the Friends Program and 1923 Society, including giving levels, recognition, benefits, and the progression from annual support to leadership and major giving.
- Supervise the Development team in executing the Friends Program and 1923 Society strategy and managing the assigned portfolio. Establish clear accountability for acquisition, renewal, retention, upgrades, and referrals across all giving levels.
- Direct a coordinated annual appeal calendar spanning direct mail, email, digital giving, recurring gifts, matching gifts, and lapsed-donor reactivation. Use segmentation and results to improve participation, revenue, and net return.

Institutional Giving and Event Sponsorships

- Build a pipeline of corporate, foundation, and other institutional prospects. Lead proposals, grant applications, relationship development, reporting, and renewals tied to approved funding priorities.

- Lead sponsorship strategy and solicitation for AFMF events and programs, including the After Dark Series and AFMF Speaker Series. Develop sustained partnerships with opportunities for renewal and broader philanthropic engagement.
- Coordinate agreements, recognition, hospitality, fulfillment, and sponsor reporting with Events, Marketing, Finance, and program leaders. Confirm approvals, costs, and deliverables before commitments are made and protect AFMF's control of program content.

Donor Stewardship and Communications

- Establish timely acknowledgment, recognition, impact reporting, and engagement standards. Develop approved donor recognition opportunities and meaningful experiences that reinforce the mission while controlling benefit and fulfillment costs.
- Partner with Marketing on compelling cases for support, appeals, donor stories, and impact communications using AFMF's institutional messaging standards. Maintain Development ownership of fundraising strategy, segmentation, follow-up, and results.
- Coordinate with Visitor Services and other departments to turn visitor and campaign interest into qualified donor relationships, with clear lead assignment and follow-up. Respect donor intent, privacy, preferences, and confidentiality.

Financial Management and Development Operations

- Prepare and manage the Development budget, meet or exceed approved revenue and operating net income goals, and keep expenses within budget. Monitor fundraising costs, campaign returns, and revenue forecasts with Finance.
- Set standards for timely, accurate use of Raiser's Edge NXT and partner with Data and Analytics on gift processing, data quality, prospect research, and reporting. Hold each fundraiser accountable for relationship records and next steps.
- Maintain dashboards that distinguish cash received, pledges, and planned gift commitments and show pipeline health, donor trends, and progress against goals. Identify shortfalls early and implement corrective action.
- Coordinate gift acceptance, gift agreements, donor restrictions, fair market value of benefits, and required reporting with Finance and appropriate advisors. Obtain required Foundation and Museum approvals for funding, recognition, naming, or access commitments.

Team Leadership and Collaboration

- Recruit, coach, develop, and evaluate Development staff. Set clear goals, portfolios, work plans, and professional development priorities; conduct regular reviews of fundraising activity, donor movement, and results.

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- Build a collaborative, accountable team that demonstrates AFMF's core values of Passion, Integrity, Accountability, and Respect. Address performance issues fairly and reinforce consistent follow-through.
- Work across AFMF departments and with Museum colleagues to deliver coordinated donor experiences and advance shared priorities while respecting each organization's distinct responsibilities and authority.
- Other duties consistent with the role may be assigned by the CEO.

Performance Expectations

The CEO will establish specific targets through the annual performance plan. Evaluation will address:

- Achievement of departmental and personal fundraising goals, expense discipline, net income, and forecast accuracy.
- Donor acquisition, retention, reactivation, upgrades, and growth in major gifts, planned giving, institutional support, and sponsorships.
- Personal donor meetings, solicitation activity, portfolio quality, timely follow-up, and documented donor progression.
- Stewardship and program execution, team development, data quality, collaboration, and progress on assigned strategic priorities.

Minimum Education and Experience Requirements

- Bachelor's degree or equivalent combination of education and relevant professional experience.
- At least ten years of progressively responsible fundraising experience, including five years leading development teams, budgets, and comprehensive fundraising programs.

Qualifications

Required Qualifications

- Proven success leading and substantially growing annual fundraising campaigns, supported by documented results showing baseline revenue, revenue achieved, the timeframe of growth, and direct responsibility for campaign strategy, execution, and team leadership.
- Demonstrated success personally, soliciting and closing major gifts, including six-figure gifts and multiyear commitments, and meeting fundraising goals.

- Experience strengthening donor retention, leading annual and major giving, and integrating planned giving, institutional funding, and corporate partnerships into a coordinated strategy.
- Strong staff leadership, executive judgment, financial management, CRM proficiency, and ability to use fundraising data to guide decisions and accountability.
- Excellent writing, presentation, relationship-building, and follow-through skills; ability to engage donors, Trustees, senior leaders, and colleagues with integrity and discretion.

Preferred Qualifications

- Experience with national donor portfolios, capital or endowment campaigns, and transformational gifts; familiarity with museum, cultural, educational, or military heritage organizations.
- Experience with Raiser's Edge NXT; Certified Fund Raising Executive (CFRE) credential or comparable professional development.

Reporting and Work Requirements

The Chief Development Officer reports to the Chief Executive Officer of the Air Force Museum Foundation. The CDO leads the Development Department and supervises assigned Development staff. This position is on-site at the National Museum of the United States Air Force™ in Dayton, Ohio and requires regular U.S. donor travel and periodic evening and weekend work. The National Museum of the USAF is open seven days a week. This position is supervisory, full-time, salaried, exempt.

Compensation

- Salary Range: $150,000 - $170,000 annual salary, commensurate with experience. Bonus potential up to 12% 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. The 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 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

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