AIR FORCE MUSEUM FOUNDATION, INC.

Communications Specialist A

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 (AFMF) is the exclusive 501(c)(3) nonprofit providing philanthropic support for the National Museum of the United States Air Force (NMUSAF). 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

The Communications Specialist A works closely with the Creative Manager to shape and promote the Foundation brand internally and externally, helping to deliver best-in-class revenue and net income to the Foundation's bottom line.

The primary responsibilities of this position are to:

- Collect, organize, write, and edit content and copy for the quarterly Friends Journal donor magazine, bi-weekly AirMail e-newsletter, and Annual Report, along with all Foundation publications sold in the Air Force Museum Store.
- Work with other Business Units on the writing of content as needed for press releases, brochures, pamphlets, collateral, and other external materials promoting the Foundation and/or its operations and successes.
- Work with Museum colleagues to gather information related to the above products.
- Ensure all content is reviewed by the appropriate subject-matter experts for approval.

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Ohio 45433-0624

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The Communications Specialist A is part of the AFMF Marketing and Communication Team and works under the direct supervision of the Director, Marketing and Communication (DMC). This position is non-supervisory, full-time, salaried, exempt.

Duties & Responsibilities

Friends Journal

- Under the supervision of the DMC, coordinate with the Creative Manager to produce each issue of the Friends Journal according to the master schedule.
- Liaison with authors, acknowledging receipt of submissions, clarifying information when necessary, requesting photos and captions, and after publication writing "thank you" letters and mailing along with "thank you" copies of the Friends Journal.
- Ensure all major elements of the Journal are completed by deadline dates, including soliciting, reviewing, editing, and, if needed, drafting articles and featured content for inclusion.
- With the DMC, develop the overall layout of the Journal, determining major layout requirements of the Journal including theme, selection of articles, order of articles, and selection of key photos.
- Coordinate review by NMUSAF Research Division for accuracy of historical and technical facts, and by the Secretary of the Air Force's Public Affairs office for security considerations, prior to publication. Edit the manuscript as appropriate based on their input. Any major changes to the manuscript will be coordinated with the author or submitter prior to publication.

Air Force Museum Foundation Publications

- With the DMC and Director, Retail, determine theme for annual Museum Calendar. Provide accurate historical content for calendar. Support the Creative Manager on calendar content.
- Support the development of brochures, programs, diagrams, signs, website copy, and other materials as requested to support AFMF Business Units.
- Along with the Creative Manager, update the AFMF self-published books and collateral sold in the Air Force Museum Store.
- Edit Annual Report content to ensure all is standardized and error-free.
- With Creative Manager, review final drafts of all of the above before submission to printer.
- Perform additional duties as assigned.

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Minimum Education and Experience Requirements

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:

- Bachelor's degree preferred, preferably in Journalism, English, Writing, Communication, or a related field.
- Minimum of four years of professional non-fiction Editing/Writing experience.
- Familiarity with and passion for aviation, Air Force history, and the National Museum of the U.S. Air Force.

Qualifications

- Demonstrated professional writing and editing skills.
- Excellent visual, verbal, and written communication skills.
- Tact and the ability to guide and encourage writers.
- Outstanding eye for detail; concern for quality throughout design and production process.
- Reliable, organized, detail- and deadline-oriented. Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Excellent skills in coordinating and tracking projects for internal and commercial print production.
- Proficient with Microsoft Office Suite.
- Experience with Adobe Creative Suite.
- Ability to triage and prioritize tasks based on deadline and importance.
- Adherence to strict confidentiality of member and donor-related information, as well as all gift information files, documents, and reports.
- Willingness to acquire and maintain knowledge of NMUSAF and AFMF operations.

Compensation

- Salary Range: $58,000 - $63,000 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.

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Other Significant Facts

- The Communication Specialist'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 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. 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 all attachments.
Please include a link to a portfolio or examples of editing and writing with clear role delineation.
Please include desired salary expectations.

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