AIR FORCE MUSEUM FOUNDATION, INC.

Communications Specialist B

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

- Work with Development colleagues to plan, develop, and write high-quality donor outreach communication and stewardship documents
- Assist with collection, organization, writing, and editing of content and copy for the bi-weekly AirMail e-newsletter, Annual Report, and Foundation publications and products sold in the Air Force Museum Store.
- Work with other Business Units to gather information for 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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The Communications Specialist B 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

Development Writing

- Coordinate with DMC and the Development Department to plan, develop, and write high-quality donor outreach communication and stewardship documents focused on securing funding and resources to enhance the Museum, and the impact of Foundation donors on the Museum.
- With input from all stakeholders, create a timeline for each project to ensure adequate time for each step, including a buffer for unforeseen events, so that projects are completed on time.
- Coordinate with the Creative Manager to determine photo and graphic requirements for layout, and for liaison with printers.
- Ensure all major elements are completed by deadline dates, including soliciting, writing, editing, reviewing, and submission to printers.

Air Force Museum Foundation Publications

- Under the direction of the DMC, support the creation of brochures, programs, diagrams, signs, website copy, and other products 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.
- Review final drafts of all of the above before submission to printer.
- Perform additional duties as assigned.

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.

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The candidate will also have:

- Bachelor's degree preferred, preferably in Journalism, English, Writing, Communications, or a related field.
- A minimum of four years of professional development/fundraising 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.
- 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.

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 these attachments.
Please include a link to a portfolio or examples of editing and writing with clear role delineation.
Please include desired salary expectations.