

## **Assistant Director of Development**

This is a civilian position that works for a 501(c)3 non-profit that supports the Air Force Academy. This position does not require military service or graduation from the United States Air Force Academy.

### **UNITED STATES AIR FORCE ACADEMY ASSOCIATION & FOUNDATION**

The United States Air Force Academy Association & Foundation ("Association & Foundation") believe strongly that the United States Air Force Academy ("Academy") is a vital national resource, upholding the invaluable mission of developing leaders of character for our Air Force, Space Force and nation. The Association & Foundation have joined forces to accomplish their complementary missions to actively support these leaders as well as the Academy and its cadets.

The core values of the United States Air Force Academy are Integrity First, Service Before Self, and Excellence in All We Do. These same core values guide the Association & Foundation, as well as our boards and staff.

### **THE OVERVIEW**

The Association & Foundation, in support of the U.S. Air Force Academy, seeks a dynamic and creative professional to serve as the Assistant Director of Development. This position will report to the Assistant Vice President of Development and serve as a vital member of the frontline fundraising team.

### **DAILY RESPONSIBILITIES**

- Understand, uphold, and promote the ethical standards and core values of the Academy, and the Association & Foundation.
- Learn and understand how the Association & Foundation interacts with the Academy and other Academy-related nonprofit organizations that support various areas of the Academy.
- Develop and implement programs and strategies to identify, cultivate, solicit, and steward a portfolio of graduates, parents and friends of USAFA for significant private gifts to USAFA-approved institutional priorities; emphasis on gifts of \$50,000 and higher.
- Establish relationships with donors and, with established metrics, complete substantive donor meetings and related activity on a monthly basis.
- Organize and coordinate the execution of all major gift fundraising activities, including proposal writing and collaborating with donors relations and event teams on cultivation and stewardship activities for your region and donor portfolio.
- Work with prospect management to identify and qualify new prospects to seed short and long-term pipeline development.
- Meet regularly with prospects and volunteers, requiring significant overnight or weekend travel within the United States, including some evening and weekend work.
- Consistently record and track all donor interactions and proposals using the Foundation and Association's CRM.
- Collaborate with the annual and class giving team on pipeline development as well as prospects and donors for milestone class giving projects.
- Keep abreast of Air Force, USAFA and departmental priorities, programs, personalities, and events.
- Perform other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- A minimum of 2-5 years of development or related field is required; frontline fundraising/sales experience preferred.
- Outstanding skills in building, cultivating, and stewarding relationships with internal and external stakeholders
- Excellent written and oral communication skills along with strong social skills, instincts, judgement and integrity
- A strong work ethic, a commitment to high performance and teamwork and a proven ability and desire to reach increasingly aggressive goals.
- Ability to solve problems and manage multiple tasks concurrently, which will require excellent organizational skills.
- Apply initiative, creativity and sound judgment to appropriate situations.
- Adept at using persuasive language to promote visionary gift opportunities.
- A willingness to work collaboratively with colleagues and with a diverse constituent base.
- Ability to work independently and in a team environment.
- Work accurately and thoughtfully under pressure.

## **REQUIRED QUALIFICATIONS**

- A bachelor's degree is required;
- An ability to travel 25%-40% within the United States which will include night and weekend work.
- A valid driver's license and any related insurances.
- An ability to pass a DBIDS Background check for which are required in order to maintain access to the Association & Foundation's principal offices on the Academy.

## **PREFERRED QUALIFICATIONS**

- Advanced degree is preferred.
- A background with higher education fundraising experience and a successful track record of major gift proposal development, solicitation, and fundraising activities is preferred.
- An ability to articulate eloquently the value of a federal service academy and the particular mission of the United States Air Force Academy, its curriculum, programs, research, aspirations, commitment to the nation, and the unique experience it provides cadets.
- Individuals with service in the military, especially the U.S. Air Force, will be given strong consideration.

## **COMPENSATION AND BENEFITS**

The salary range for this position is \$70,000 - \$80,000. The Association & Foundation offers a competitive benefits package including but not limited to medical, dental, vision, life insurance, short-term and long-term disability, retirement and paid time off for all full-time employees.

## **SUBMISSION INSTRUCTIONS**

Applicants must submit a cover letter and a resume to receive full consideration. Applications can be

submitted via [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6908001](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6908001). The position will remain open until filled.