

## DIRECTOR OF CORPORATE AND FOUNDATION RELATIONS

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 ("USAFA") 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 United States Air Force Academy, seeks a dynamic and experienced professional to join our Philanthropic Partnerships (PP) team to serve as the Director of Corporate and Foundation Relations (CFR) that will report directly to the Assistant Vice President (AVP) of Philanthropic Partnerships. The CFR Director will work to manage new and existing corporate and foundation prospects for the purpose of securing donors, analyze the effectiveness of targeted partnerships and conduct research to identify new and potential donors. This position will require grant writing and reporting. This role is responsible for researching, writing, and submitting grant proposals, as well as tracking and reporting on grant-related activities. The ideal candidate will have strong writing and analytical skills, an understanding of grant compliance, and the ability to communicate the organization's mission and programs effectively to funders.

Primary responsibilities include building corporate and foundation relations and solicitations by developing a portfolio of new prospects/investors and managing a portfolio of current donors.

Establish and coordinate relationships and communications to regularly inform prospects and current donors of Air Force Academy information to develop and maintain an ongoing giving and philanthropic relationship with the Air Force Academy Foundation. Tasks include identification, strategic cultivation, solicitation, stewardship, and other activities related to seeking and maintaining corporate and foundation investments in USAFA.

Stewardship fulfillment will be a key role in this position. Providing data, metrics and showcasing the projects that donors support is an important part of relationship building, meeting (and exceeding) agreement terms, showing the impact of project support and setting the stage for more multiple-year sponsorships and good project stewardship.

Grant Research & Identification: Identify and research prospective grant opportunities from foundations, corporations, and government entities that align with the organization's mission and funding needs. Track grant deliverables and deadlines, prepare narrative and financial reports, and ensure compliance with funder guidelines and requirements.

With a strong writing ability, you'll draft proposals/grants and make presentations to potential donors. With attention to detail, you'll prepare documents, reports, and other correspondence materials. You'll also forecast

and report on donor activity and revenue by creating weekly and/or monthly status reports. You will track all your activities by entering reports into Raisers Edge.

This individual will serve as a member of the PP team and be a vital piece to the conclusion of a comprehensive fundraising campaign “Defining Our Future” as well as post-campaign planning and transition. Finally, this individual will join a team that is committed to growing the support of one of the nation’s premier institutions.

This position is based on the grounds of the United States Air Force Academy in our soon to be new home Wecker Hall and Yost Plaza.

## **POSITION RESPONSIBILITIES**

- Understand, uphold, and promote the ethical standards and core values of the Academy and 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 a deep understanding of how the Association & Foundation interact with the Academy and related non-profits.
- Establish and maintain relationships between Academy leaders and prospective donors.
- Identify, cultivate, solicit, and steward corporate and foundation donors.
- Foster relationships with foundation and corporate executives through meetings, correspondence, and events.
- Secure five, six, and seven-figure gifts to meet and exceed annual fundraising goals.
- Collaborate with the AVP of Philanthropic Partnerships and Director of Corporate Sponsorships to align external engagement efforts.
- Engage with USAFA faculty and staff to support fundraising initiatives aligned with Academy priorities.
- Plan and implement donor development activities, including proposal preparation and solicitation efforts.
- Travel as needed to maintain relationships and sustain corporate and foundation support.
- Maintain accurate donor records in the Foundation’s CRM system.
- Develop and maintain relationships with corporate and foundation donors through cultivation, solicitation, and stewardship.
- Manage and expand a portfolio of corporate and foundation investors.
- Facilitate communication to keep donors engaged with Air Force Academy initiatives.
- Oversee donor stewardship, ensuring fulfillment of agreement terms and demonstrating project impact.
- Draft proposals, create presentations, and prepare reports to support fundraising efforts.
- Track and forecast donor activity using Raiser’s Edge or similar CRM systems.
- Contribute to the successful completion of the “Defining Our Future” comprehensive fundraising campaign and assist with post-campaign planning.
- Work on-site at Wecker Hall and Yost Plaza at the United States Air Force Academy.
- Keep abreast of Air Force, USAFA and departmental priorities, programs, personalities, and events
- Perform other duties as assigned

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent written and oral communication skills are required
- Ability to manage multiple tasks concurrently, requiring significant organizational skills
- Self-motivated with the ability to think critically and solve problems
- Apply initiative, creativity and sound judgment to appropriate situations

- An ability to articulate eloquently, to a broad audience, the value of a federal service academy and the mission of USAFA, its curriculum, programs, research, aspirations, commitment to the nation, and the unique experience it provides cadets
- A strong work ethic, a commitment to high performance and teamwork and a proven ability and desire to reach increasingly aggressive goals
- A willingness to work collaboratively with colleagues and with a diverse constituent base
- A proven ability to meet project deadlines and maintain productive professional relationships
- Work accurately and thoughtfully under pressure

## QUALIFICATIONS

Required:

- A bachelor's degree, preferably in English, Communications, Nonprofit Management, or a self-related field (or equivalent experience)
- 5+ years experience in fundraising, grant-writing or related field as well as a proven track record of meeting or exceeding goals
- Excellent communication, organization, writing and presentation skills
- Ability to quickly establish and manage internal and external professional relationships
- Demonstrated knowledge of Raiser's Edge or similar CRM database preferred
- Negotiating, organizational, and analytical skills
- Able to work independently with minimal supervision, a self-starter
- A valid driver's license and any related insurances is required
- An ability to pass a DBIDS Background check for which are required to maintain access to the Association & Foundation's principal offices on the Academy
- Individuals with service in the military, especially the U.S. Air Force, will be given strong consideration.

## 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=6701392](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6701392)

The position will remain open until filled.

## COMPENSATION AND BENEFITS

Salary for this position has a range of \$80,000-\$90,000 (commensurate with experience). 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.