



Manager of Annual Class Giving

This is a civilian employee 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 detail-oriented and exceptional communicator to serve as the Manager of Annual Class Giving. This position will report to the Assistant Vice President, Annual & Class Giving.

DAILY RESPONSIBILITIES

- Uphold and actively promote the ethical standards and core values of the U.S. Air Force Academy and the Association & Foundation.
- Develop and execute class giving and affinity group fundraising strategies aligned with the annual operating plan, supporting class giving, annual giving, athletic giving, and affinity group goals.
- Drive graduate participation and engagement by recruiting, managing, and supporting class and affinity group fundraising volunteers and committees, as needed.
- Lead the selection, positioning, and presentation of pre-approved NextGen class fundraising projects, ensuring alignment with class interests and institutional priorities.
- Design and implement cost-effective solicitation strategies tailored by class and affinity group to maximize results and minimize expenses.
- Manage the end-to-end execution of class annual giving initiatives, including a collaboration with the Marketing & Communications team of solicitation materials (design, production, distribution) and related operational workflows.
- Coordinate class and affinity group solicitation efforts with class giving committee members, development officers, and Annual & Class Giving colleagues to ensure alignment and consistency.
- Execute and optimize digital fundraising efforts, including online giving pages and crowdfunding campaigns, to increase participation and revenue.

- Maintain working knowledge of how the Association & Foundation collaborates with the Academy and affiliated nonprofit partners in support of Academy priorities.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Maintain a high level of confidentiality along with superior customer service skills.
- Preferred experience working with volunteers.
- Use organizational skills to manage multiple tasks concurrently.
- Possess excellent written and oral communication skills.
- Apply initiative, creativity, and sound judgment to appropriate situations.
- Work collaboratively with colleagues and with a diverse customer base.
- Meet project deadlines, which includes working accurately and thoughtfully under pressure.
- Possess a service-oriented mindset and be able to resolve constituent complaints.
- Commit to high-performance results and teamwork and desire to reach increasingly aggressive goals.

REQUIRED QUALIFICATIONS

- A bachelor's degree is preferred.
- A valid driver's license and any related insurances is required.
- Be able to pass a DBIDS Background check, which is required in order 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.

COMPENSATION AND BENEFITS

The salary range for this position is \$59,000-\$66,000. The Association & Foundation offers a competitive benefits package for full-time employees including but not limited to:

- Medical/Dental/Vision
- 401(k) – up to a 6% match
- Generous Paid Time Off (PTO) policy
- 12 Holidays
- Employer Paid Life Insurance
- Free tickets to Air Force Basketball, Hockey etc.
- Gym access

At the Association & Foundation, collaboration and teamwork are critical to our success. For this reason, we value our time working side by side in the office. We also know that the flexibility to work remotely from time to time can provide a healthy balance throughout the week. Our goal is to create a flexible, supportive work environment that fosters employee well-being and productivity.

Employees are expected to work from the office location Monday through Thursday and have the option to work remotely on Fridays.

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=7095440. The position will remain open until filled.