

# DIRECTOR OF CLASS GIVING

## POSITION PURPOSE

The Air Force Academy Foundation (“Foundation”), in support of the United States Air Force Academy (“Academy”), seeks a dynamic and creative professional to serve as the Director of Class Giving that will report directly to the Executive Director of Development, Strategic Programs and Athletic Giving (“Executive Director”). This individual will serve as a member of the development team and be vital to the success of our comprehensive fundraising campaign “Defining Our Future”. This campaign, with a goal of raising over \$270m in support of Academy priorities, will provide opportunities to fundraise for a variety of academy programmatic and capital initiatives. The Foundation, serving as the largest fundraising organization for the Academy, allows fundraisers to present opportunities across all departments of the institution in a wide-ranging and professionally rewarding way. This individual will join a team that is committed to grow the philanthropic support of one of the nation’s premier institutions.

## POSITION RESPONSIBILITIES

- Understand, uphold, and promote the ethical standards and core values of the Academy and the Foundation.
- Learn and understand how the Foundation interacts with the Academy and other Academy-related nonprofit organizations that support various areas of the Academy.
- Develop and lead a premier class giving program that maximizes donor support while also creating opportunities to foster life-long engagement and affinity.
- Develop and execute annual strategic, solicitation and communication plans that will provide a strong and consistent framework for the class giving program.
- Provide leadership and vision for class committees and volunteers; develop best-in-class methods for recruiting, training, and supporting class committees and volunteers.
- Work closely with the Executive Director and Vice President of Academy and Community Relations to develop class fundraising priorities and projects that align with the needs of the Academy.
- Partner with class committees to develop and execute fundraising plans that will maximize donor support and engagement.
- Collaborate with the annual giving and major gifts team to identify and recruit volunteers as well as identify and solicit top prospects in each class; support the direct solicitation of volunteers and prospects as needed.
- When appropriate, partner with the Executive Director of Gift Planning to engage classes in conversations about planned giving.
- Partner with the Director of Research and Prospect Management to recruit class giving volunteers and identify top prospects in each class.
- Provide daily leadership, guidance, and management to the class giving team.
- Work closely with Association of Graduates colleagues to ensure alignment and collaboration between class giving and reunion committees as well as the recognition of class projects at reunions.
- Consistently document and carefully coordinate volunteer and donor engagement activities and any relevant movement in donor continuum.
- Keep abreast of Air Force, the Academy and departmental priorities, programs, personalities, and events.
- Perform other duties as assigned.



## KNOWLEDGE, SKILLS, AND ABILITIES

- Strong project management skills to include the ability to manage multiple tasks concurrently, which will require significant organizational skills.
- Solid analytical, decision-making, and problem-solving skills.
- Excellent leadership and management abilities.
- Ability to apply initiative, creativity and sound judgment to appropriate situations.
- Superior written and oral communication skills are required. Must be able to present complex subjects in a clear and compelling manner.
- An ability to articulate the value of the mission of the Academy, 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.
- Ability to work independently and in a team environment.
- Work accurately and thoughtfully under pressure.

## QUALIFICATIONS

- A bachelor's degree is required; advanced degree is preferred.
- A minimum of 5 years of experience in development or related field is required.
- Demonstrated experience mentoring and working with volunteers is preferred.
- A successful track record with annual or class giving, direct solicitation, and general fundraising activities is preferred.
- A willingness to be available for occasional night and weekend work.
- A valid driver's license and any related insurances is required.
- An ability to pass a DBIDS Background check for which are required in order to maintain access to the 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 \$75,000-\$85,000. The 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. In addition to our benefits package, candidates are provided the opportunity to live and enjoy one of the fastest growing communities in the west that offers a variety of family, community, and outdoor activities.

## SUBMISSION INSTRUCTIONS

Applicants must submit a cover letter, resume and three professional references to receive full consideration. Applications can be submitted to [hr@afacademyfoundation.org](mailto:hr@afacademyfoundation.org). The position will remain open until filled.

## AIR FORCE ACADEMY FOUNDATION

Located in Northern Colorado Springs, the Air Force Academy rests along the Front Range of the Colorado mountains. The Foundation strongly believes that the Academy is a vital national resource, upholding the invaluable mission of developing leaders of character for our Air Force, Space Force and our nation. The Foundation's mission is to raise and steward private support for our Academy and the graduate community.

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 Foundation, our board and our staff.

