

**United States Air Force Academy Endowment  
3116 Academy Drive  
Suite 200  
USAF Academy, CO 80840  
(719) 472-0300**

**Lead Annual Gift Officer**

The Lead Annual Gift Officer (LAGO) is an important member of the development team at the USAFA Endowment. S/he is charged with building and managing a portfolio of lead annual gift prospects and donors. The LAGO is responsible for identifying, cultivating, soliciting, and stewarding leadership annual gifts (\$1,000+) in support of the United States Air Force Academy, the USAFA Endowment, and the Association of Graduates (AOG). S/he will utilize face-to-face visits with Air Force Academy graduates and other constituents in a defined region to communicate information about the Academy and the USAFA Endowment and to solicit donor support.

The Lead Annual Gift Officer should be a strong team player and collaborator with her/his development colleagues. In particular, the LAGO should establish partnerships with Major Gift Officers to help identify prospective donors and to help build a pipeline of major gift donors to the Academy.

**Essentials Functions**

1. Identify, cultivate, solicit, and steward gifts of \$1,000+ to the Academy in a defined region.
2. Engage in regular travel on behalf of the USAFA Endowment to make personal calls on Air Force Academy graduates, parents, and friends.
3. Place emphasis in gift solicitations on securing unrestricted monies for the Academy, the USAFA Endowment, and the AOG.
4. Cultivate strong relationships with Air Force Academy volunteers.
5. Collaborate with development colleagues to ensure strategic cultivation and solicitation of donors.
6. Participate as a contributing member of the development team.

**Qualifications/Experience**

1. Bachelor's degree required.
2. Sales or fundraising experience preferred.
3. Working knowledge of the United States Air Force Academy preferred.
4. Flexibility to allow for potential out-of-state travel and occasional evening and weekend work required.

**Skills/Abilities**

1. Excellent verbal, written, and interpersonal communication skills.
2. Ability to motivate others and communicate persuasively, including the ability to work well with a diverse audience of individuals who have differing affiliations with the Academy.
3. Strong work ethic and human relations skills.
4. Self-starter, motivation, and ability/desire to achieve increasingly aggressive goals.
5. Should be highly organized, detail-oriented.

6. Ability to work closely and collaboratively with development colleagues.
7. Ability to exercise good judgment and make sound decisions in support of the goals of the USAFA Endowment and the Academy.

**SUBMISSIONS:**

Submit cover letter and resume:

Patricia DeSimone  
HR@usafaendowment.org  
3116 Academy Drive, Suite 200; USAF Academy, CO 80840