

Manager of Research and Prospect Management

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 and Foundation seek a Manager of Research and Prospect Management to support portfolio organization, prospect research, and data coordination within the Development team. Reporting to the Director of Research and Prospect Management, this role helps ensure that fundraising staff are equipped with accurate and timely prospect data. The Manager will also coordinate with the Annual Giving and Events teams to support unified donor engagement strategies.

Who You Are

Operational mindset and solutions orientation — someone who can help transform research and portfolio strategy into efficient workflows, translating strategic insight into operational execution.

- Strong relationship builder — trustworthy and relational with gift officers and other partners, with confidence to engage in idea exchange, feedback, and joint strategy Development
- Strategic & visionary thinking — while being hands-on, able to see and anticipate long-term prospecting opportunities, synergies, and risk
- Data curiosity and continuous learning — someone who is eager to adopt new methodologies (e.g. AI, predictive modeling) and stay ahead of prospecting trends
- Collaborative and facilitative style — able to bridge between research, fundraising, and events/annual giving teams, fostering cross-team alignment
- Adaptability and resilience in ambiguity — comfortable nudging process improvement, managing evolving priorities, and working in a growth-minded environment.

KEY 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
- **Portfolio & Prospect Management**
 - Assist in maintaining gift officer portfolios by tracking prospects and updating assignments under the direction of the Director of Research and Prospect Management
 - Collaborate with the Major Gift team, Annual Giving, Events, and Gifts & Records staff to provide consistent support
 - Prepare standard portfolio and activity reports to help track fundraising progress
 - Provide administrative and process support for portfolio review meetings
- **Prospect Research & Due Diligence**
 - Conduct basic biographical, financial, and philanthropic research on individuals, corporations, and foundations using approved databases and resources
 - Produce concise research profiles to assist with cultivation and solicitation efforts
 - Assist with prospect identification through wealth screening and data review
 - Perform due diligence checks on prospects when requested
- **Data Management & Reporting**
 - Enter and maintain prospect management data in the database of record
 - Support data integrity efforts by reviewing and correcting errors
 - Generate reports and dashboards to assist the Development team with prospect tracking
- Keep abreast of Air Force, USAFA and departmental priorities, programs, personalities, and events.
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Familiarity with nonprofit fundraising and donor relations
- Strong attention to detail and organizational skills
- Ability to analyze and summarize data clearly
- Proficiency with Microsoft Office Suite; experience with fundraising databases such as RE/NXT preferred
- Ability to manage confidential information responsibly
- Organized and detail-oriented
- Collaborative team player who can also work independently on assigned tasks
- Adaptable and willing to learn new tools and processes
- Strong communicator with the ability to support gift officers and team members
- Complement the Director of Research and Prospect Management by bringing operational support, reliability, and curiosity for growth

QUALIFICATIONS

- Bachelor's degree preferred
- 2–5 years of experience in prospect research, data analysis, or development operations preferred
- An ability to pass a DBIDS Background check for which is required in order to maintain access to the Association & Foundation offices on the Academy
- A valid driver's license and any related insurances is required
- 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 \$60,000 - \$68,000. 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=7006251. The position will remain open until filled.