



## **Program Coordinator - Falcon Nexus**

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.

#### **Association & Foundation – Falcon Nexus (donation funded)**

Falcon Nexus, a newly established, Bloomberg Philanthropies–funded initiative in close partnership with the United States Air Force Academy (USAFA).

Falcon Nexus is designed to identify and mentor high-performing, STEM-focused USAFA cadets across their full four-year curricular development. The initiative provides sustained, individualized guidance that integrates academic excellence, experiential learning, and professional formation, with particular emphasis on preparing cadets to compete for elite national and international scholarships and fellowships. Through this longitudinal model, Falcon Nexus strengthens pathways to advanced study and public service in areas critical to national security and technological innovation.

### **THE OVERVIEW**

The Association & Foundation seeks a qualified candidate for the full time, on-site position of Program Coordinator Falcon Nexus, who will report directly to the Director of Falcon Nexus. This is a donation funded position. The Program Coordinator will be required to be on a Volunteer Services Agreement (VSA) with USAFA.

## **KEY RESPONSIBILITIES**

- Support the selection of high achieving cadets into the Falcon Nexus cohort with a STEM-emphasis, and provide mentorship, and experiential learning opportunities, with particular emphasis on graduate studies, public service, and national security–relevant pathways.
- Execute the Stamps Leader-Scholar Program, including participation in selection processes, stewardship of program funds (budgeting and reconciliation), coordination of cadet travel, and review and approval of travel applications to ensure compliance with institutional and funding requirements.
- Lead the drafting and coordination of institutional letters of endorsement and manage the timely submission of all application materials required to support cadet scholarship and fellowship competitions.
- Work closely with the Martinson Honors Program and the Graduate Studies offices to ensure Falcon Nexus is fully integrated with honors education and graduate studies advising, including coordinated cadet identification, mentoring, and experiential programming.
- Provide administrative and logistical support for Falcon Nexus, including scheduling, documentation, and correspondence, while tracking compliance requirements, deadlines, and reporting obligations associated with program activities and external funding.
- Coordinate with cadets, faculty, USAFA offices, and external partners to support mentoring, experiential learning, and partnership activities.
- Responsible for maintaining accurate program records, documentation, and data to support assessment and reporting.
- Support event planning, travel coordination, and logistical arrangements related to Falcon Nexus programming.
- Assist the Director by managing operational details, enabling senior leadership to remain focused on high-impact leadership and integration efforts.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to provide academic and professional mentorship to cadets
- Demonstrated experience in administrative, program coordination, or operational support roles
- Demonstrated proficiency in Excel and experience with financial accounting
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks, deadlines, and stakeholders simultaneously
- Clear written and verbal communication skills
- An in-person work requirement
- Occasional travel may be required
- An ability to pass a DBIDS Background check which is required to maintain access to the Association & Foundation’s principal offices on the Academy

## **REQUIRED QUALIFICATIONS**

- Bachelor’s degree or equivalent 2 plus years of experience

## **PREFERRED QUALIFICATIONS**

- Experience supporting academic, nonprofit, or government programs
- Two or more years of experience at USAFA or another Military Service Academy
- Familiarity with higher education or military-affiliated institutions
- Experience coordinating with external partners or managing compliance-related documentation

## **COMPENSATION AND BENEFITS**

The salary range for this position is \$65,000 - \$70,000 (commensurate with experience). Relocation assistance is not provided for this position. 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

This position will most likely be located in Fairchild Hall.

Initial funding is available for approximately three years. The Program Coordinator will be required to be on a Volunteer Services Agreement (VSA) with USAFA.

## **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=7138343](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7138343). The position will remain open until filled.