ASSOCIATION & FOUNDATION
U.S. AIR FORCE ACADEMY

Director of Engagement and Events

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, in support of the Academy, seeks an engaging, energetic, and detail-oriented leader to serve as the Director of Engagement and Events ("Director").

RESPONSIBILITIES

- Report to the Executive Vice President of Alumni Relations
- 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
- Develop and execute a successful events and engagement program to execute all Association and Foundation signature events, including but not limited to: Distinguished Graduate Award Dinner; Association and Foundation Board Meetings and social events, Honorary Membership Recognition; Jabara Award Dinner; Appointee-Family Welcome Day; Dedication Ceremonies; Heritage Days; Next of Kin Memorial Ceremony Event; Tailgates, Harmon Dinners, philanthropic gatherings and other graduate and cadet engagement events (socials, etc.)
- Direct the strategic vision and overall planning and strategy for live and/or virtual meetings and events for the Association and Foundation
- Lead and develop a comprehensive team of professionals responsible for engagement programs, graduate and event execution; establish performance standards, track metrics and goals, and conduct annual performance evaluations. This includes direct supervision of the Assistant Director of Events as well as the Event Digital Integration Manager
- Establish an annual events plan for alumni relations and development with input from the Executive Vice President of Alumni Relations and the Executive Vice President of Development
- Help create, manage, and monitor annual budgets for all events within the Association and Foundation operations, ensuring the most efficient and effective use of resources
- Negotiate, review, and recommend approvals to the EVP for event related contracts and ensure all work is completed on time and within the constraints of the contract

- Actively coordinate with USAFA entities, not limited to Security Forces, Protocol, and Public Affairs to ensure all event details are executed to the highest standard
- Develop and maintain a network of vendors; approves the final selection of venues, catering, technology, and other event support services
- Coordinate with speakers, honorees, donors, campus officials, VIPs and colleagues for programs and events. This includes developing and presenting comprehensive briefings and scripts in collaboration with Marketing and Communication (MARCOMM)
- In support of engagement efforts for Alumni groups and events, implement industry leading practices and develop standardized planning processes, policies, and procedures
- Oversee and evolve alumni engagement efforts. Leverage contemporary engagement tools and other communication tools. Ensure transparency and connection of engagement efforts with events
- Manage the Event Management Software (CVENT) to include monthly maintenance, configuration, data integration and expertise in the usage of the software. Ensure training and proficiency of users
- Work with Information Technology to ensure all engagement and event web integration and details are available on the website and social channels
- In partnership with MARCOMM, lead and guide the engagement/event experience from messaging and branding, initial invitations, marketing, attendance, and post-event reviews
- Document all contacts with graduates, donors, prospective donors and attendees of special events in the Raiser's Edge database
- Keep abreast of Department of the Air Force, Academy and departmental priorities, programs, leaders, and events
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of Adobe Creative Suite and Microsoft Office 365
- Ability to manage multiple tasks concurrently, which will require significant organizational skills
- Apply initiative, creativity and sound judgment to appropriate situations
- Excellent written and oral communication skills are required. Must be able to present complex subjects in a clear and compelling manner
- Ability to apply event management principles, practices, and techniques in support of effective event management, particularly high visibility, high impact, high risk events
- An advanced knowledge of concepts, principles and best practices of event planning and public relations, including design, organization, and production of complex events
- 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

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- A minimum of five years of event planning and management experience
- An ability to travel 15%-25% within the United States which will include night and weekend work
- A valid driver's license and any related insurance
- An ability to pass a DBIDS Background check for which is required to maintain access to the Association and Foundation's principal offices on the Academy
- Individuals with service in the military, especially the U.S. Air Force, will be given strong consideration

PREFERRED QUALIFICATIONS

- Event planning experience in the context of higher education and alumni affairs
- A background with supervisory experience
- Experience with Project management tools, CVENT, StreamYard, and Thankview

COMPENSATION AND BENEFITS

The salary range for this position is $80,000 - $85,000. Salary depends on relevant experience and new staff rarely start at the top of the range. 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
- Additional Time Off: Winter Holiday Break
- 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.paylocity.com/recruiting/jobs/All/1d5871d1-8ad4-4124-8fa8-03f75394f899/US-Air-Force-Academy-Association-Foundation.The position will remain open until filled.