



Executive Assistant to the EVP of Development and Board

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 & Foundation, in support of the United States Air Force Academy, seeks a highly skilled and detail-oriented professional to serve as the Executive Assistant to the Executive Vice President (“EVP”) of Development and support the Air Force Academy Foundation Board of Directors.

RESPONSIBILITIES

- Report to the EVP of Development and serve as the connective tissue of the team, bringing exceptional organization, anticipation, communication, and follow-through to keep executive priorities, Development division activities and Foundation Board operations on track.
- Understand, uphold and promote the ethical standards and core values of the Academy and the Association & Foundation.
- Manage the EVP’s complex calendar, meetings and travel; anticipate needs, coordinate preparation and materials, and track commitments and follow-up.
- Provide a broad level of administrative support to the EVP, including correspondence, expenses, presentations, database activity and management of sensitive information.
- Lead the administrative management of the Foundation Board of Directors and its committees, including meeting schedules, agendas and materials, communications, logistics, minutes and follow-up.
- Manage board governance and director processes, including prospective director activities, onboarding, term renewals and transitions, and administration of the board management platform.
- Facilitate Development division meetings, communications and activities and serve as a liaison across the division and broader organization.
- Serve as a key coordinator for Development, donor and board-related events and activities, including board weekends, football-related donor engagement and other special events.
- Contribute to and help advance Development initiatives and special projects, including campaign planning and gift agreement processes.

- Keep abreast of Air Force, the USAFA and departmental priorities, programs, personalities and events.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Highly organized with the ability to prioritize and track multiple ongoing tasks and projects.
- Highly skilled and competent in Microsoft Office programs, including PowerPoint, Excel, Word, SharePoint and Outlook.
- Excellent verbal and written communication skills.
- Ability to maintain absolute confidentiality, perform duties with utmost discretion and act with complete integrity.
- Ability to establish and maintain effective professional relationships with board members, donors, senior leaders, colleagues and other internal and external constituents.
- Ability to deal with non-routine matters and special projects with minimum instruction and make sound decisions within the scope of authority.
- Meticulous attention to detail and ability to produce high-quality, accurate work.
- Ability to anticipate needs, adapt to changing priorities and proactively solve problems.
- Willingness to learn from others and work collaboratively across the organization.

REQUIRED QUALIFICATIONS

- 3+ years of professional experience in a role requiring significant responsibility for coordinating people, priorities, logistics, projects, and/or operations.
- Experience supporting senior leaders, boards, volunteers, or other high-level stakeholders in a professional setting.
- Demonstrated experience managing complex administrative, operational, programmatic, or logistical responsibilities with a high degree of independence and accountability.
- Experience handling confidential information and working in an environment requiring sound judgment and discretion.
- A valid driver's license and any related insurance is 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.
- 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 \$66,000-\$70,000. 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.