



## **Gift Funds Manager**

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, seek a positive, energetic and detail-oriented professional to serve as the Gift Funds Manager (Manager). This position will reside within the Business Administration Division and reports to the Assistant Director of Gift Funds and Academy Support. The Manager of Gift Funds oversees all aspects of tracking and reporting on gift funds administration from acceptance to closure, assisting with alignment with donor intent, and has oversight of fund usage and the maintenance of gift funds. The Manager serves as the primary expert for gift documentation and restricted fund management. This role partners closely with Finance, Development, Stewardship, and Academy constituents to enable compliant, efficient fund administration and optimize donor funding.

### **POSITION 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

#### **Gift Funds Documentation & Compliance**

- Research and analyze fund usage data to maintain donor intent integrity and increase timeliness of donor impact
- Write and implement policies and procedures for gift funds management to include collaboration across multiple departments

#### **Gift Funds Tracking, Reporting & Fund Maintenance**

- Assist the Assistant Director with maintaining gift funds management process including analyzing and improving the methods of understanding, tracking and disseminating gift fund information to audiences across multiple organizations

- Serves as the primary expert for the organization for all gift funds reporting including monthly tracking of gift funds reporting and fund spending reports
- Prepares all Academy gift offers and coordinates the gift funds management meeting

### **Gift Funds Training & Education**

- Educates staff and Academy Constituents on gift funds process
- Trains new staff on gift processing procedures
- Meet with Academy partners and assist in effectively communicating A&F funding processes
- Understand Academy priorities and be able to articulate that information to relevant stakeholders within the Association & Foundation
- Keep abreast of Air Force, Academy and departmental priorities, programs, personalities, and events

### **Gift Procurement Oversight**

- Research gift-in-kind purchases and assist with purchasing as needed for the Academy
- Coordinate gift-in-kind travel
- Perform other duties as they arise

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

- Strong experience with process improvement and data management
- Ability to learn new software applications such as Divvy, Financial Edge and Raiser's Edge
- Strong problem solving and critical thinking skills
- Excellent customer service aptitude, organization, problem solving and time management skills
- Ability to work independently and coordinate several activities at the same time with accuracy and attention to details
- Ability to interpret and apply written and verbal guidelines, precedents, and work practices to standardized work situations or specific cases
- Work collaboratively with colleagues and USAFA representatives
- Ability to work with highly confidential information with absolute discretion

## **REQUIRED QUALIFICATIONS**

- Bachelor's Degree is required
- Working knowledge Microsoft Office 365 program suite is required with emphasis in strong Excel skills
- An ability to pass a DBIDS Background check for which is required in order 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
- A valid driver's license and any related insurance is required

## **COMPENSATION AND BENEFITS**

The salary range for this position is \$60,000-\$64,000. 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
- 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.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=7179350](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7179350). The position will remain open until filled.