

# Gift Funds and Procurement Specialist

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 and 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 and 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 and Procurement Specialist. This position will reside within the Business Administration Division.

## POSITION RESPONSIBILITIES

- Understand, uphold, and promote the ethical standards and core values of the United States Air Force Academy ("USAFA") and the Association & Foundation.
- Learn and understand how the Association & Foundation interact with the Academy and other Academy-related nonprofit organizations that support various areas of the Academy.
- Assist Manager with maintaining Gift Funds management process including, updating spreadsheets with gift offer statuses and Independent Contractor status and payments, tracking spending, and filing documentation.
- Research and analyze fund usage data and fund descriptions, locate fund documentation and update databases.
- Run reports using Financial Edge to provide current information on fund status and activity for internal and external constituents.
- With guidance of the Manager, research and procure items or resources intended for the Academy; tasks include, but are not limited to, comparing bids from vendors, evaluating quality, confirming terms and delivery dates are met, negotiating rates, providing tax-exemption information, reviewing invoices for accuracy, and maintain a database of vendors.
- Coordinate delivery of purchases to the Academy as necessary.
- Assist with coordination and book travel arrangements for members of the Academy.
- Maintain records and track gifts to the Academy for Cadet Awards, and assist with Cadet Awards in support of the Academy
- Assist with purchasing supplies and other items for the Association and Foundation offices.
- Serve as backup to the Executive Assistant to the CFO and HR office as it pertains to daily responsibilities incl. remote check deposit

- Sort and deliver mail for the Association and Foundation offices, and assist with creation of Fedex/UPS labels
- Reconcile credit card transactions for the Manager and assist other members of the organization with usage of the credit card app and reimbursement processes.
- Keep abreast of Air Force, Academy and departmental priorities, programs, personalities, and events.
- Perform other duties as they arise.

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

- Strong experience in Excel and data reporting
- Ability to learn new software applications such as Divvy, Financial Edge and Raiser's Edge
- 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 manage multiple tasks concurrently, which will require strong organizational, multi-tasking, and critical thinking skills
- Ability to work with highly confidential information with absolute discretion

#### **QUALIFICATIONS**

- Bachelor's Degree is required
- Working knowledge Microsoft Office 365 program suite is required
- 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 insurances is required

#### **COMPENSATION AND BENEFITS**

The hourly range for this position is \$25-\$32 (annualized \$52,000-\$66,560, commensurate with experience). 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=6803508](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6803508).

The position will remain open until filled.