



The Air Force Museum Foundation, Inc., a State of Ohio corporation and IRS section 501(c)(3) non-profit that supports the National Museum of the United States Air Force® (NMUSAF), is seeking candidates to serve as Chief Executive Officer (CEO). The CEO provides top leadership and management for the Foundation, which is engaged in Museum-based business operations and dedicated fund-raising. Funding earned and raised by the Foundation is periodically gifted to the NMUSAF for capital construction and Museum programs. The CEO ensures fulfillment of the mission and objectives of the Foundation, through execution of the requirements of the attached position description.

Located in the NMUSAF at Wright-Patterson Air Force Base near Dayton, OH, the Air Force Museum Foundation, Inc. has a staff of approximately 30 full-time and 38 part-time employees. The Foundation is governed by a 30-member Board of Trustees, to which the CEO will report.

The position requires a proven record of accomplishment in organizational leadership, business and investment management, Generally Accepted Accounting Principles (GAAP), and related areas. A Bachelor's Degree with relevant education and experience is required; a Master's Degree in a related management field is highly desired. Business and/or Air Force executive-level leadership and management experience is a significant advantage to performing effectively in this position.

Qualified applicants should submit applications to:

The Air Force Museum Foundation, Inc.  
P.O. Box 33624  
Wright-Patterson AFB, OH 45433  
937-258-1218  
foundation@afmuseum.com

## **POSITION DESCRIPTION**

### **Chief Executive Officer**

**Position Type: Full-Time, Salaried**

**Reports To: Chair, Air Force Museum Foundation Chair, Board of Trustees**

**Supervises: Chief Development Officer, Directors (Retail, Attractions, Events, Administrative Services, Finance, Food Service/Facility, Marketing/Communications)**

#### **I. Introduction:**

The Air Force Museum Foundation (AFMF) is a 501(c)(3) corporation that raises philanthropic support to assist in the development and expansion of the facilities of the National Museum of the U.S. Air Force™ (NMUSAF), and provides annual funding to the Museum for special projects, exhibits, museum programs and special events, volunteer support, and promotional efforts. The NMUSAF is the world's oldest and largest military aviation museum. The main museum complex, comprised of 1,000,000 square feet under roof, is open to the public.

The AFMF was founded in 1960. The AFMF mission is to raise funds and awareness in support of the National Museum of the United States Air Force mission. To date the AFMF has raised philanthropic support from donors to fund 94% of all capital construction costs for the main museum complex.

**II. OVERVIEW OF RESPONSIBILITIES:** The CEO is the leader of the organization, establishing a vision for providing capital and annual fund support to the National Museum of the U.S. Air Force achieved through the efforts of a diverse team of high-performing AFMF Business Unit leaders, staff and volunteers alike. The CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The CEO is dedicated to shared and measurable goals for the common good – creating, resourcing, scaling and leveraging strategies for broad investment and impact. The CEO is the steward of Foundation's brand and understands his/her role in growing and protecting the reputation of Foundation.

**III. KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** Under the supervision of the Chair, Board of Trustees, the major responsibilities of this position include, but are not limited to:

A. Alignment with the National Museum of the United States Air Force:

Responsibilities include maintaining a healthy, productive, respectful, and mutually beneficial relationship with the Director, National Museum of the United States Air Force® and his/her staff, to harmonize NMUSAF and Foundation activities, working to achieve common goals. With the NMUSAF, build partnerships with local, national, and international communities to increase awareness of the NMUSAF and the Foundation.

- B. Overall Management: Responsibilities include developing and successfully executing the Foundations' Strategic Plan, Annual Operating and financial plans, directing all aspects of the Foundation's business, development, and supporting units; setting policies and procedures to ensure operations directives and controls are positioned to deliver against plan and mitigate risk.
1. Operations: Oversee the business operations of the Foundation to be individually and collectively accretive to the Foundation net worth – including the Museum Store, Air Force Museum Theatre and simulators, Event Business, and the Valkyrie Café and Refueling Cafe. Innovate, develop, and implement new products and services in existing businesses, as well as entirely new lines of business.
  2. Fundraising: Oversee the program enhancements and design to raise the funding necessary for longer-term capital and annual program needs of the Museum.
  3. Financial: Responsibilities include:
    - a) Oversee the Foundation's investment portfolio and monitor the investment managers retained to advance the Foundation's net worth with risk-balanced accretive results.
    - b) Employing personal competence in Generally Accepted Accounting Principles, oversee the auditable Foundation books of account, effective internal controls to assure the accuracy and integrity of the Foundation books and the protection of its assets. Achieve an annual "clean audit" by an independent public accounting firm.
  4. Shared Services: Responsibilities include overseeing the personnel management and administrative supervision functions of the full range of Human Resources requirements and to leverage information age capabilities to create, improve, and transmit a strong Foundation brand and media/cyberspace presence.
- C. Talent Management/Supervision: Responsibilities include setting tone for performance expectations, managing workforce (to include hiring and terminations), managing direct reports (hire, organize, train, equip, and lead), working with AFMF HR, ensuring a strategic talent management program (e.g. succession planning, strategic workforce planning, talent management) is in place, and maintaining a work environment that ensures AFMF HR policies and procedures are followed. Working with AFMF HR to ensure appropriate employee incentives, including mentorship, competitive pay, and benefits.
- D. Misc: Responsibilities include:
1. Maintaining fully up-to-date and accurate Foundation documents, Agreements, policies, procedures, instructions, records, and other pertinent operating media.

2. Represent the Foundation at meetings, conferences, and Museum events; maintain liaison with business, military, civic, and fraternal groups, and other organizations to further the objectives of the Foundation.
3. Participate in Board of Trustees activities to develop plans and execute the goals established by the Board of Trustees. Brief the Board on Foundation matters including financial position, business results, significant events, and other matters as deemed appropriate or requested by the Board.

**IV. CONTROLS OVER WORK:** The CEO will receive general and conceptual guidance from the Chair, Board of Trustees. He/she will coordinate significant matters relating to operations, compliance, financial integrity, and risk management with the Chair and the Executive Committee. The CEO is required to use his/her own judgment in the day-to-day operations of the Foundation.

**V. EXPERIENCE/POSITION REQUIREMENTS:**

1. Experience for 7-10 years in a Senior Strategic Leadership of organizations of comparable size and mission (e.g. non-profit sector) required, 3 years in role may substitute for an advanced degree.
2. Flexibility, enthusiasm, and professionalism to work effectively with visitors, military leaders, corporate and community leaders, Foundation Board members, and Museum/Foundation constituents from all backgrounds.
3. Experience in developing partnerships, building teams and conflict management.
4. Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
5. Strong interpersonal, written, and oral communication skills.
6. Strong organizational skills; ability to manage multiple projects simultaneously; team player.
7. Demonstrated attention to detail.

**VI. EDUCATION:**

This position requires a Bachelor's Degree, with relevant education or experience in accounting, financial management, and investment management. Master's Degree in a management-related field is highly desired. Incumbent will be required to achieve certification as a Certified Nonprofit Accounting Professional within 24 months of date of hiring.

**VII. SALARY AND BENEFITS:** Goals and performance standards, compensation and benefits will be determined by the Board of Trustees. Salary adjustments will be in accordance with procedures approved by the Board.

**VIII. OTHER SIGNIFICANT FACTS:**

1. The National Museum of the United States Air Force® is open seven (7) days a week, from 9:00 am – 5:00 pm, and on select evenings for special events.

Candidate must be able to work to meet those needs, as necessary. Weekend hours are required of this position.

2. The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. Candidate must be willing to submit to a background check.
3. The Air Force Museum Foundation requires a COVID vaccine as a condition of employment. Candidate must provide attested proof of vaccination, or submit, and receive approval for a medical or religious accommodation.
4. The Air Force Museum Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**AFMF Vision:**

Honoring every Airmen’s story with a permanent home to inspire future generations.

**AFMF Mission:**

Raise funds and awareness to support the National Museum of the U.S. Air Force mission.

**AFMF Core Values:**

Candidate must agree to adhere to the Air Force Museum Foundation’s Core Values:

- Passion – Performing our roles with purpose, pride, and a positive attitude
- Integrity – Accepting responsibility for our actions by making business decisions through experience and good judgment
- Accountability – Dedicated to achieving positive results; owning and learning from our successes and failures
- Respect – Committed to an inclusive and collaborative work environment

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair, BoT Signature: \_\_\_\_\_ Date: \_\_\_\_\_