

Position: National Director of Development

Reports to: Chief of Philanthropy

The National Director of Development is responsible for supporting and working collaboratively with Region and Wing Directors of Development to enhance fundraising efforts, serve as the liaison between the Chief of Philanthropy and region and wing leaders, serve as a resource on best practices, regulations, fundraising ethics and considerations, and to help refine exciting opportunities into successful programs. The National Director of Development will assist in the implementation of field fundraising plans and procedures for effective fundraising across Civil Air Patrol.

Essential Functions:

- Reports to the Chief of Philanthropy and interfaces with the CAP NHQ Development Team and region and wing directors of development.
- Serves as a subject matter expert in CAP fundraising resources, Civil Air Patrol structure and approval processes, in order to consult and guide region and wing directors of development with relevant advice.
- Conducts recurring meetings with key development leaders providing for the effective collection of key documents and data, the dissemination of program information and the development of strong working relationships.
- Manages field fundraising inquiry responses from local units via e-mail, web and phone.
- Supports the development and implementation of CAP's fundraising plans, working with the other members of the Development Team to set and reach goals.
- Leads the National Staff Field Fundraising team, to inform the development and delivery of field fundraising training and education, including recognition programs, professional development, and support for professional advancement.
- Participates in the development and delivery of progress reports to key leaders. Including the identification of best practices to share.