



National Staff Position: Retiree Engagement Coordinator  
Reports to: Deputy Chief of Alumni Relations  
Communicates With and Receives Approvals: Chief of Philanthropy  
NHQ Department: Development

Recognizing CAP retirees as an important part of CAPs DNA and culture, the Retiree Engagement Coordinator will be responsible for assisting the Development staff in creating communications to engage retirees to stay in touch.

#### Essential Functions:

- Work with Deputy Chief of Alumni Relations and the Chief of Philanthropy to identify, cultivate, and steward retirees
- Draft communications to members who have transitioned to retiree status for invitation to join the Alumni Association
- Capture stories and photos to share with the History department, Alumni and Friends e-newsletter, and Marketing and Communications departments.
- Provide ideas and advice to the development team of activities/communications based on their retiree status
- Connecting via social media platforms to advocate for membership in the CAP Alumni & Friends Association
- Assist in developing networks for mentoring – mentors and mentees.

Candidates should have a background in collecting and analyzing data to support a successful outcome. Excellent written communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout Civil Air Patrol, and with alumni, other constituents and the public is required. High professional and ethical standards for handling confidential information. CAP Captain or higher. Two years of command or staff experience at the Wing, Region, or National level, preferred.