ALUMNI ENGAGEMENT MANAGER

Duty ID: 188

Reports to: Senior Director of Development and Partnerships

Function: Volunteer responsible for leading a team of senior members to form an alumni engagement program for the Civil Air Patrol.

Responsibilities include:

- Responsible for the planning and implementation of programs and projects that strategically engage alumni (former cadets) in strengthening programs and providing tangible benefits to alumni, such as coordinating tabling and alumni gatherings at National Conference
- Work to improve accurate and complete alumni database records by providing updates to Development email for updating records
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print publications, and actively lead engagement efforts with members on the CAP Alumni LinkedIn community, including responding to messages, posting updates, and maintaining regular activity on the platform
- Educate graduating cadets about alum benefits and engage them in programs to keep them connected to CAP (young alum program), including inviting new graduates to join the CAP Alumni LinkedIn community.

Requirements for position:

- Understanding theories and best practices that lead to alumni engagement
- Excellent oral and written communication skills
- Five years of full-time fundraising experience is a plus (preferably in alumni relations)
- Completion of Level IV required, Level V preferred
- Bachelor's degree or higher is a plus but not required.

Time Commitment:

Three to four hours weekly, which includes participation in monthly National Development Field Fundraising virtual meetings.

Term Limit: N/A
Additional Duty: Yes
Eligible for National Staff Badge: No
Requires capnhq.gov email or cap.gov: cap.gov
Requires NHQ access to Microsoft Teams: Yes

This is a volunteer position and does not receive any salary or benefits.