



National Staff Position: National Partnership Program Lead
Reports to: Chief of Philanthropy
NHQ Department: Development

CIVIL AIR PATROL A volunteer member of the National Development team will coordinate and manage CAP's National Partnership Program. Prepare Civil Air Patrol during 2023, to meet the strategic plan objectives of partnership growth beginning in 2024.

Specific Duties:

- Identify and evaluate national partnership opportunities which fit the strategic goals and objectives of Civil Air Patrol.
- Solicit input from the OPRs/OCRs, as part of the established partnership intake process
- Make final recommendations regarding partnerships to the Chief of Philanthropy to be carried to the Command Team for consideration
- Create a catalog of collaborative opportunities to be utilized for partnership agreements
- Update partnership agreements/proposals
- Update and maintain partnership contact lists on a quarterly basis.
- Annually review partnership list for expiration and potential renewal of agreements.
- Provide content for partnership webpage to be located on gocivilairpatrol.com
- Prepare/Update PowerPoint deck regarding partnership opportunities
- During the fourth quarter of the calendar year, prepare a written summary of all annual national partnership accomplishments and submit it to the Chief of Philanthropy by 15 Nov. This report will be included in the December BoG packet.
- Assist the OPRs/OCRs with maintaining and growing partnerships.
- Keep abreast of partnership action items such as visits, MOU signing ceremonies or other key events and report these to the Chief of Philanthropy.
- Interface as needed with regions and wings to help them maintain strong partnerships and ensure there are no overlaps with national partnerships that could create issues.
- Recognize and identify to Development any partnerships that show potential philanthropic value to CAP.
- Recommend recognition or awards as appropriate for volunteers who assist with this program.

Desired Qualities for the position:

- Extensive knowledge of Civil Air Patrol's organization, missions and roles.
- Strong program management and computer skills.
- Strong verbal and written communication skills.
- Successful experience serving on the region or wing staff
- Demonstrated ability to work with others
- Lt Col or above