



National Staff Position: Scholarship Stewardship Coordinator

Reports to: Chief of Philanthropy

NHQ Department: Development

The Scholarship Stewardship Coordinator will serve as a vital part of the development team to capture meaningful communications from scholarship recipients and relay to the development department for use in expressing appreciation of philanthropic support.

Essential Functions:

- Develop and maintain a master calendar and stewardship plan for scholarships and financial assistance communications in conjunction with the CAP NHQ Department of Development;
- Create and innovate regarding impactful ways of thanking donors for their scholarship support. Create impact reports, personalized thank you letters from recipients, and video testimonials;
- Ensure cadet protection protocols are followed in all communications;
- Other stewardship projects as needed.

Ability to coach cadets in the ability to tell their story effectively. Video editing, computer editing skills desirable. High professional and ethical standard, including following of Cadet Protection. CAP Major or higher. Experience in cadet programs and working with cadets preferred.