



National Staff Position: Deputy Chief of Alumni Relations

Reports to: Chief of Philanthropy

NHQ Department: Development

The Deputy Chief of Alumni Relations will be responsible for creating a committee with specific roles and responsibilities to support the work of the Deputy Chief of Alumni Relations. Committee size and representation to be determined. The Deputy Chief of Alumni Relations is responsible for the planning, implementation, and management of programs and communications to strengthen alumni relationships in order to expand the impact of Civil Air Patrol.

Essential Functions:

- Plan, implement and promote programs for alumni (and other identified affinity groups such as Friends of CAP) which support Civil Air Patrol's strategic plan and initiatives as well as the goals of the CAP Department of Development
- Establish and build relationships with a wide range of alumni and friends located both nationally and internationally
- Maintain regular communication with alumni and friends via direct contact, and provide input on email blasts, alumni web pages, and print publications
- Capture contact, biographical and career information of alumni and friends via surveys, Neon, emails, website, events (e.g. Wing, Region and National Conferences and planned alumni gatherings)
- Work with Chief of Philanthropy to identify, cultivate, and steward alumni group donors
- Educate graduating cadets and former senior members about alumni benefits and engage them in alumni programs
- Secure commitments from alumni to provide professional expertise and volunteer service (when requested) to create and maintain pathways for alumni participation that advance the goals of CAP. This would include the encouragement of recruitment of cadets, Aerospace Education Members, and adult members, as well as, matching internship opportunities for the CAP membership
- Speak with internal and external groups, as needed, to communicate the mission and engagement opportunities with CAP programs and philanthropy.

Candidates must demonstrate ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers. Excellent oral and 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 Lieutenant Colonel or higher. Two years of command or staff experience at the Wing, Region, or National level