



National Staff Position: Deputy Chief of Field Fundraising

Reports to: Chief of Philanthropy

NHQ Department: Development

The Deputy Chief of Field Fundraising will be responsible for developing and formulating annual functional field fundraising strategies and specific objectives, plans and procedures for effective fundraising activities at the region, wing and unit levels. The Deputy Chief of Field Fundraising will establish Region and Wing Field Fundraising Coordinators to provide oversight, direct assistance and evaluation of field fundraising efforts

Essential Functions:

- Interface directly with Director of Philanthropy, CAP NHQ Development Team and various Field Fundraising Coordinators
- Provide oversight for and work collaboratively with all field fundraising coordinators to enhance efforts and track progress
- Collect quarterly updates from all FFR Coordinators and assemble for submission to Director of Philanthropy, national staff meetings, etc.
- Assist with identifying new field donor bases; direct and coordinate processes for solicitation of funds
- Increase awareness of field fundraising opportunities available via the monthly newsletter, social media outlets, webinars, etc.
- Identify Field Fundraising Best Practices, distributing annually to region, wing and unit membership

Candidates should have strong communications and organizational skills; be able to interact easily with NHQ personnel and corporate members from Region to Unit levels; have an in-depth understanding of the financial management regulations related directly to field fundraising and financial compliance; be a forward thinker and able to envision new strategies and plans for current and potential field fundraising avenues; must be able to adapt quickly to best meet the needs of the organization.