



Position: Region Director of Development  
Reports to: Region Chief of Staff to Region  
Commander (CAP Regulation 30-1)  
Liaison to: NHQ Development Department

The Region Director of Development will be responsible for providing oversight for and working collaboratively with Wing Directors of Development to enhance fundraising efforts, serve as a direct liaison between the Region and the National office, serve as a resource on best practices, regulations, fundraising ethics and considerations, as well as, track progress. The Region Director of Development will assist in the implementation of Field Fundraising strategies and specific objectives, plans and procedures for effective fundraising activities at the region, wing and unit levels.

Essential Functions:

- Serves in an advisory role to the Region's Commander and Legal Officer for fundraising inquiries.
- Works effectively with Region's Commander, Legal Officer, and Wing Directors of Development to provide fundraising resources and support the development of fundraising goals, with supporting strategies in order to drive positive fundraising outcomes across the Region.
- Communicates with Wing Directors of Development and NHQ Development Department to ensure that any major asks of \$5,000 or more from companies, foundations or major donors is coordinated, with particular emphasis on deconflicting multiple asks. This includes particular attention regarding the submission of grants.
- Interfaces directly with Chief of Philanthropy, CAP NHQ Development Department, Deputy Chief of Field Fundraising various Field Fundraising Coordinators and Wing Directors of Development.
- Collects quarterly updates from all Wing Directors of Development for approved unit fundraising requests and assemble for submission to Deputy Chief of Field Fundraising.
- Takes advantage of fundraising training and education offered within Civil Air Patrol. Shares access to training with Wing staff.
- Works with Wing to communicate and educate about available fundraising programs approved by NHQ.
- Collects and shares field fundraising best practices with NHQ Development Department, specifically the Deputy Chief of Field Fundraising.
- Adheres to applicable fundraising and financial regulations and guidance.

Candidates should have strong communication and organizational skills; be able to interact easily with NHQ personnel and corporate members from Region to Unit levels; be a positive role model of support in assisting Wings and members to adhere to best practices in fundraising, have an in-depth understanding of the fundraising and financial management regulations related directly to field fundraising and financial compliance.