



National Staff Position: National Grants and Research Manager

Reports to: Chief of Philanthropy

Communicates with: Deputy Chief of Field Fundraising

NHQ Department: Development

The National Grants and Research Manager will be responsible for identifying grant opportunities from foundations and corporations, managing the grant development and proposal process, and ensuring the communication of requirements for reporting requirements.

This is a new leadership position within the Civil Air Patrol Development Department with the immediate goal (by June 2020) of designing and standing up a grants team which supports proposal writing for national initiatives such as cadet programs and aerospace education.

Intermediate goal (by December 2020) is to design a response to local unit requests needing assistance with grants which may include a Field Fundraising Grants Coordinator to lead a team of volunteers focused on providing feedback to units wishing to embark on local grants.

By the end of 2021, add a Grant Writing Trainer to the team to oversee the design of a professional development track for grant writing.

Essential Functions:

- Work with the CAP Chief of Philanthropy to identify projects and programs that need support;
- Develop a team of Grant Specialists focused on grant research and writing;
- Guide Grant Specialists to research, analyze, evaluate and prioritize potential foundation and corporate grant prospects;
- Guide Grant Specialists to produce institutional profiles including the identification of target appropriate ask amounts and research personal connections with staff, board, trustees, volunteers, donors that will ensure the attention of institutional funders;
- Oversee response required for proposal (RFPs) and letters of intent on grants and funding;
- Supervise Grant Specialists to write RFPs, proposals, budgets, reports, and other ancillary materials;
- Schedule monthly meetings or more often, as needed with Chief of Philanthropy to track progress and set priorities for funding;

- Work with CAP Development Dept to facilitate meetings with designated CAP program staff and CAP Grant Specialists to ensure timely progress towards deadlines.
- Review final submission of grant for submittal by Chief of Philanthropy, or her designee;
- Communicate requirements for tracking grants including reporting requirements; writing reports; so, staff may ensure each project or program is meeting proposal conditions and expectations.

Supervise: CAP Grant Specialists

Candidates must possess excellent verbal and written communication skills, knowledge of fundraising information sources, experience with proposal writing, a professional and resourceful demeanor, the ability to work both independently and as a team player, and a desire to take initiative and manage numerous projects simultaneously.