



**National Staff Position:**

**Wreaths Across America Coordinator**

**Reports to: Deputy Chief of Field Fundraising**

**NHQ Department: Development**

This Civil Air Patrol Wreaths Across America (WAA) Coordinator will have strong communication organizational skills for liaising with WAA HQ and CAP National HQ personnel, as well as, a thorough understanding of the Wreaths Across America initiative; be able to assist with questions regarding the planning, coordination and execution of the WAA ceremony; be knowledgeable of the Best Practices for unit sponsorship and support of WAA.

- Interface with National WAA HQ and CAP NHQ Development Team
- Work with Wreaths Across America and NHQ Development Team to create annual promotion plan
- Track and measure unit participation and provide quarterly report for National Staff meetings
- Work with Marketing and Communications on the roll-out of WAA webinars and Quick Start Guide
- Oversee release of WAA webinars and Quick Start Guide to Regions/Wings for distribution
- Maintain contact with Mid-Atlantic Region Commander to capture details around activities with WAA for Arlington National Cemetery, etc
- Capture best practice stories for the Field Fundraising e-newsletter
- Be a point of contact for local unit questions

Preference will be given to candidates who lead local unit efforts resulting in sales of \$2,000 or more annually.

For more about the program, visit <https://www.gocivilairpatrol.com/fieldfr/wreaths>