



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

The Wing Director of Development is responsible for developing and formulating annual functional field fundraising strategies which include specific goals and strategies for effective fundraising activities at the wing and unit levels. In addition, this position serves in an advisory role to the Wing Commander and Wing Legal Officer in fundraising approvals and ensures compliance with CAP regulations and other fundraising guidance.

#### Essential Functions:

- Serves in an advisory role to the Wing's Commander and Legal Officer for fundraising approvals by squadrons. Has access to listing of Wing Commander-approved requests for fundraising.
- Works effectively with the Wing's Commander, Legal Officer, and unit commanders and volunteers to provide fundraising resources and support the development of fundraising goals, with supporting strategies in order to drive positive fundraising outcomes across the Wing.
- Responsible for creating a fundraising plan to achieve Wing fundraising goals. Manages project status for the plan.
- Communicates with Region Director of Development and NHQ Development Department to ensure that any major asks of \$5,000 or more of companies, foundations or major donors is coordinated, with particular emphasis on deconflicting multiple asks. This includes particular attention regarding the submission of grants.
- Works with the Wing staff to design and implement communication and solicitation strategies specifically directed to achieve and exceed fundraising goals.
- Takes advantage of fundraising training and education offered within Civil Air Patrol. Shares access to training with local units.
- Serve as an advisory resource for local unit fundraising.
- Works with Wing staff to communicate and educate local units about available fundraising programs approved by NHQ.
- Identifies and shares field fundraising best practices, distributing annually to NHQ Development Department, Region Director of Development and publicizing within the wing's unit membership.
- Adheres to applicable fundraising and financial regulations and guidance.

Candidates should have strong communication and organizational skills; be able to interact easily with the Region Director of Development and corporate members from Region to Unit levels; fundraising experience preferred, be a positive role model of support in assisting units in fundraising; have an in-depth understanding of 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.