



STAFF VACANCY ANNOUNCEMENT



Carolina Wing Director of Development (SCWG/DD)

Open 12 October to 01 November 2024

Suspense: 01 November 2024

Job Description: The Director of Development is responsible for supporting and working collaboratively with stakeholders to enhance grants and serve as a resource on best practices, regulations, fundraising ethics and considerations, and to help refine exciting opportunities into successful programs. The SCWG Director of Development will assist in the implementation of grant and fundraising plans and procedures for effective fundraising across South Carolina Wing.

Essential Functions:

- Reports to the Chief of Staff and interfaces with the CAP NHQ Development Team and region Directors of Development.
- Serves as a subject matter expert in CAP grant and fundraising resources, Civil Air Patrol structure and approval processes, in order to consult and guide the SCWG Commander relevant advice.
- Conducts recurring meetings with key development leaders providing for the effective collection of key documents and data, the dissemination of program information and the development of strong working relationships.
- Manages field grant and fundraising inquiry responses from local units via e-mail, web and phone.
- Supports the development and implementation of SCWG's fundraising plans, working with the other members of the Development Team to set and reach goals.
- Leads SCWG field grant and fundraising, to inform the development and delivery of field fundraising training and education, including recognition programs, professional development, and support for professional advancement.
- Participates in the development and delivery of progress reports to key leaders. Including the identification of best practices.
- Reach out to new unit commanders to update them on their responsibilities and the fundraising program.
- Assist with training of unit leaders in resourcing grants and fund raising.
- Participate in monthly and quarterly meetings as required.
- Ensure that SCWG fundraising meets the national compliance requirements.
- Perform other duties as assigned by the Chief of Staff.

Directors of Development, to be effective, must be familiar with CAP's current policies and CAPR 173-4.

Preferred Requirements:

- Technician Rating or above in any CAP Specialty Track.
- Previous assignment or experience in writing grants and fund raising is desired but not required.
- Completed Level II of the CAP E&T Program.
- CAP Driver's License

Assignment Requirements:

- Will be assigned as the Director of Development at SCWG.
- Will work towards earning a Senior or Master Rating.
- Reports to South Carolina Wing Chief of Staff, Lt Col David Roberts.

Application and Selection Process:

- Submit an email letter of intent with a resume or statement of relevant CAP and/or outside experience to SCWG/CS Lt Col David E. Roberts NLT close of business 01 November 2024 (david.roberts@scwgcap.org), copying Maj Ron Hardgrave (ron.hardgrave@scwgcap.org).
- Selection will be made based on a review of the most qualified applicants. An interview may also be part of the selection process.