



Corporate Relations Specialist – Crofton Office

The National Fallen Firefighters Foundation (NFFF) is seeking a Corporate Relations Specialist who will work closely with corporate partners and donors. This position has critical corporate engagement and relationship management responsibilities. He/she will be responsible for cultivating a rapport with our corporate partners and developing and implementing fundraising plans and activities for special events and projects of the NFFF. Duties include conducting outreach to corporate partners, building relationships with new donors, planning and executing fundraising events, and representing the Foundation at national, state and local events. This position requires a significant amount of travel (about 50%) and public speaking.

Responsibilities

- Serves as a spokesperson for the NFFF on issues related to development and fundraising
- Serves as a primary point-of-contact with the NFFF's corporate partners and major donors
- Maintains and enhances relationships with donors and corporate partners
- Establishes and creates a strategic communications plan to develop and implement events and activities with the intent of raising funds
- Solicits corporate event sponsorships and donations
- Maintains accurate data management of corporate partners and makes the information available to Senior Management
- Manages the Corporate Partners Council
- Establishes goals and budgets to increase the event's net profit annually
- Researches and networks with companies and businesses to develop potential donor relationships and increase donor revenue
- Provides information about the NFFF to the fire service community, public, private sector, and other organizations
- Identifies marketing and promotional needs and works with the Marketing Team to promote NFFF fundraising events
- Coordinates the flow of event information, agreements, insurance, etc. to all Development, Finance, and Marketing staff, as needed
- Analyzes and reports event outcomes including proceeds, participation, sponsors, and donors
- Adheres to the highest ethical standards and fundraising best practices
- Must work some weekend events, including the National Fallen Firefighters Memorial Weekend (held annually in October)
- Serves as host and NFFF liaison for special invited guests (SIGS) and corporate partners attending the Memorial Weekend events
- Performs other duties, as assigned by the manager of Development or the Executive Director

Requirements

- Bachelor's degree in a related field
- Minimum of three (3) years of work experience in related fields, preferably in nonprofit development, fundraising and communications
- CFRE preferred, but not required
- Knowledge of nonprofit fundraising best practices and public relations
- Ability to develop a positive rapport with donors and corporate partners
- Proactively educates corporate partners and donors on the NFFF's mission
- Possess strong interpersonal skills
- Demonstrate proficiency in Microsoft Office software
- Experience with fundraising database software preferred
- Must be extremely organized, detail-oriented, and work well under pressure to concurrently manage multiple assignments with stringent deadlines
- Demonstrates excellent verbal and written communication skills to represent the NFFF at events
- Able to self-motivate to work independently and collaborate as an integral part of a team
- Exemplifies a high degree of integrity in dealing with confidential information about donors and corporate partners
- Must be able to travel extensively (about 50%)
- Public speaking experience with excellent public speaking and verbal communication skills
- Must possess a valid, state-issued driver's license and be able to successfully clear a Federal-level criminal background check

Physical Demands and Work Environment

The work is generally sedentary although there may be some nominal walking or standing for short periods. There may be times that require carrying heavy loads or lifting items that require only moderate physical ability or stress.

Work in this environment involves risks and discomfort common to those incurred in offices, meeting rooms, libraries and the like. The safety precautions required are normal for those required in the locations above. The work area is adequately lighted, heated, and ventilated.

The National Fallen Firefighters Foundation (NFFF) is an Equal Opportunity/Equal Access/Affirmative Action employer. The NFFF seeks excellence through diversity among its administrators, staff, and consultants. The NFFF prohibits discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged.

All applicants are asked to furnish the following documents/materials: Letter of application, Resume showing all pertinent work history, References (one personal and three job-related). This position will remain open until filled. The decision process will be comparative and may include the following steps: a review of received documents, checking of references, phone screening interview and potential interview of candidates. If there are any questions or concerns regarding this posting, and to apply for this position, please correspond with Lissette Garcia, Human Resources Specialist at

lgarcia@firehero.org.