



## **Major Gifts Officer Crofton, MD**

The National Fallen Firefighters Foundation (NFFF) is seeking a Major Gifts Officer who is a detail-oriented and highly energetic professional with a track record of attracting and cultivating relationships with current and prospective donors. He/she is responsible for developing major gift solicitation and stewardship strategies for corporate partners and individual donors, as well as managing the activities of the NFFF's Partners Council. Essential duties include identifying major gift prospects, cultivating relationships with new prospects and current donors, planning, and executing fundraising events, and representing the NFFF at national, state, and local events. This position works out of our Crofton, MD office and has a significant amount of travel (up to 50%), and public speaking is required.

\*Due to COVID-19, business travel has been canceled for the remainder of the 2020 year. Travel will resume sometime in 2021.

### **Responsibilities**

- Serves as liaison and primary point of contact for designated major gift donors and prospects.
- Identifies prospects and conducts qualification process to determine capacity and inclination to give.
- Cultivates and builds valuable relationships with major gift donors and prospects.
- Designs and implements an effective major gift stewardship program to facilitate donor retention.
- Coordinates a creative and dynamic donor communications plan.
- Solicits major gifts and event sponsorships to support the NFFF's mission, including in-kind donations for event auction items.
- Serves as an official spokesperson and represents the NFFF at national, state, and local conferences, meetings, training sessions, networking engagements, and other fire service events.
- Manages the NFFF's Partners Council and develops and implements strategies to inspire greater engagement and participation in the NFFF's programs and fund development activities.
- Designs and executes development strategies to maximize community engagement and income generation of assigned fundraising events.
- Establishes goals and budgets to increase the net profit of fundraising events.
- Interfaces with the NFFF's Marketing department to promote fundraising events.
- Analyzes and reports event outcomes.
- 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).

## **Minimum Qualifications**

- Bachelor's degree in a related field required; additional fundraising-related certification(s), degree, or CFRE preferred
- Extensive background and professional experience in nonprofit fundraising; demonstrated success as a front-line fundraiser
- Knowledge of fundraising best practices
- Keen skill in donor cultivation and solicitation strategies
- A data-driven approach to cultivating and soliciting major donors
- Outstanding interpersonal skills; a high level of comfort with direct donor interaction
- Exceptional communication skills: verbal, written, and public speaking to represent the NFFF at events
- Comfortable as a project lead and excels in a team environment
- Ability to develop a positive rapport with donors and corporate partners
- Proficiency in Microsoft Office software
- Experience with fundraising database software preferred
- Must be extremely organized, detail-oriented, and work well under pressure to manage multiple assignments with stringent deadlines concurrently
- Ability 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 donor information
- Must be able to travel extensively (up to 50%)
- Must possess a valid, state-issued driver's license and clear a Federal-level criminal background check successfully

## **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](mailto:lgarcia@firehero.org).