



## **Development Manager Crofton, MD**

The National Fallen Firefighters Foundation (NFFF) is seeking an experienced Development Manager (DM) to work closely with our leadership team and volunteers to secure funds for NFFF programming. If you are excited about working with individual and corporate donors across the country in raising funds to support the families of fallen firefighters and reduce line-of-duty deaths and injuries— this is the role for you. The DM is responsible for identifying new major gifts donors and cultivating relationships at every stage of the philanthropy cycle. Major fundraising activities involve managing the NFFF's Partners Council, planning and executing fundraising events as well as representing the NFFF at national, state, and local events.

*\*Under normal circumstances this role involves up to 50% travel. Due to the COVID-19 travel has been suspended and expected to resume at some point in 2021.*

### **Responsibilities**

- Identify, cultivate, and solicit individuals, foundations, and corporations for gifts of \$10,000+.
- Actively build and manage a portfolio of prospects and donors.
- Commit to key performance targets of meetings, moves management and solicitations.
- Identify and develop engagement strategies for new prospects.
- Collaborate with marketing and programming departments in the execution of key donor communication and fundraising events.
- Ensure that proper recognition and stewardship practices are implemented based on the level of donation and gift direction.
- Represent the NFFF at national, state, and local conferences, meetings, training sessions, networking engagements, r fire service and other events.
- Manage the NFFF's Partners Council and develop and implement strategies to inspire greater engagement and participation in the NFFF's programs and fund development activities.
- Support fundraising events with revenue generation activities such as sponsorship and auction item donations.
- Maintain best industry practices and ethical standards.
- Some event/weekend availability is required, including the National Fallen Firefighters Memorial Weekend (held annually in October).

### **Minimum Qualifications**

- Bachelor's degree in a related field required.
- 3 to 5 years of fundraising experience with proven track record of soliciting gifts at the \$5,000+ level.
- Experience working with individual and corporate donors including identifying prospective donors, cultivating, and soliciting major gifts.
- Strong interpersonal and relationship building skills.

- Exceptional communication skills including public speaking.
- Strong organizational skills and ability to work well under pressure.
- Self-motivated, with high-integrity and ability to lead projects and work well with others.
- Must possess a valid, state-issued driver's license and clear a Federal-level criminal background check successfully.
- Must be able to travel extensively (up to 50%).

**Preferred Qualifications/ Assets:**

- Fundraising designation (CFRE) or other formal fundraising training
- Strong MS Office skills including Excel
- Familiarity with a CRM or fundraising database software
- Previous experience working with professional service organizations is considered an asset

**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.

We have engaged the services of Charity Search Group to help us find a new **Development Manager**. For more information about the role or to apply, visit (<https://charitysearchgroup.com/opportunities/>) or by contacting Mariya Yurukova, President & CEO, Charity Search Group at [mariya@charitysearchgroup.com](mailto:mariya@charitysearchgroup.com). Applications will be accepted until January 29th, 2021.