



Professional Fire Fighters of Wisconsin Charitable Foundation



Job Posting: Program Coordinator

Summary

January 30th, 2023

ORGANIZATION

The Professional Fire Fighters of Wisconsin Charitable Foundation, Inc. is a 501(c)(3) public charity headquartered in Madison, Wisconsin. The mission of the Professional Fire Fighters of Wisconsin Charitable Foundation is to champion community risk reduction initiatives; promote fire safety and prevention; and deliver meaningful support to burn survivors, fire fighters, and communities. Our mission is accomplished through four areas of programming; Burn Survivor Support, Fire Prevention, Fire Fighter Support, and Community Support.

POSITION

The Fire Fighters Foundation continues to grow and is seeking a qualified individual to grow with us. The Chairman, Board of Directors, and Executive Director are looking for a mission-focused, seasoned, strategic, and process-minded leader with experience working independently to engage stakeholders, leading teams, and developing a performance culture among a group of diverse and talented individuals. The successful hire must be a leader who is able to deliver measurable, cost-effective results that impact our mission and the people we serve. Importantly, the successful hire will share our core values of public service, dedication, compassion, and courage; as well as, have the skills and personal confidence to work efficiently and effectively both independently and with a team.

RESPONSIBILITIES SUMMARY

As a growing non-profit with limited staff, the successful hire will be accountable for daily general and administrative responsibilities in addition to programming duties. Reporting directly to the Executive Director, the responsibilities primarily consist of managing programming, relationships, and communications. However, there are general and administrative, development/fundraising, and other responsibilities as assigned. This is a full-time salary position, normal office hours are 8:30 to 4:30 Monday through Friday, with some nights and weekends also required.

Responsibilities:

- Support planning and coordination of programs and activities
- Ensure implementation of programming according to timeline, planning, and/or budget
- Track programming expenditures/transactions
- Manage communications through presentations, media relations, social media etc.
- Help build positive relations within the team both internally and externally
- Schedule and organize planning meetings/events for programming
- Keep updated records and create reports or proposals
- Support growth and program development

KEY QUALIFICATIONS SUMMARY

A successful candidate will first and foremost have a passion for our mission with exemplary time management skills and the ability to identify and anticipate the executive's needs. Also, as a prerequisite, the successful hire must believe in the core values of the Professional Fire Fighters of Wisconsin Charitable Foundation and be driven by the mission. The hire should demonstrate a passion for breaking new ground to impact our mission and people we serve. Beyond that, we are seeking a candidate that has proven experience and demonstrated ability to work with the capabilities of a driven, bright, and diverse team. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and institutional information while exercising professionalism and discretion. In addition, the candidate must be highly detail-oriented and possess an ability to juggle multiple responsibilities simultaneously, meet deadlines, and be adept at adjusting to the changing priorities of a small but nimble team.

Preferred Knowledge, Experience, Skills and Abilities

- Three to five years' prior experience is preferred
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Excellent organization and time-management skills
- Experience with project management tools and donor databases is a plus
- Familiarity with our organization, our programming, the fire service, and/or the nonprofit sector is a plus
- Ability to work with diverse colleagues with varying specialties.
- Highly organized and detail-oriented; A team player with outstanding judgment, highly developed analytical abilities, interpersonal skills, and the ability to multitask
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external stakeholders
- Knowledge of program management and development procedures
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Bachelor's degree preferred
- Must be able to work independently, under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service

COMPENSATION

This is an outstanding opportunity for a highly motivated professional to grow and assume a pivotal role in the evolution of a fast growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. The Professional Fire Fighters of Wisconsin Charitable Foundation offers a competitive benefits package and a salary between \$48,062.24 and \$59,314.46 with automatic annual increases for inflation.

APPLICATION PROCEDURE

To apply, please email a letter of interest and resume to Mike@pffwcf.org by March 3rd, 2023. Include "Program Coordinator Job Application" in the subject line. Interviews with the Executive Director will be scheduled the week of March 6th, 2023. In-person interviews with our personnel committee will take place at a mutually agreed to time in mid-March 2023, with an anticipated start date of early April 2023.

Please call Executive Director Michael Wos for more information (414) 430-3697.