



Professional Fire Fighters of Wisconsin Charitable Foundation



Job Posting: Development Specialist

Summary

November 1st, 2021

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

The Development Specialist is a key member of the Fire Fighter Foundation's fund development team and is responsible for coordinating over \$500,000.00 in annual revenue. As a growing non-profit with limited staff, the successful hire will be accountable for daily general and administrative responsibilities in addition to fund development duties. This role, under the direction of, and in collaboration with the Executive Director, will renew and steward our current funders, and build our prospect pipeline to identify and secure new sources of revenue in support of our mission. The Development Specialist is responsible for writing all grant LOI's, grant renewal applications, grant reports and conducting all grant program tracking, including managing proposal submission deadlines and deliverables. 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:

- Responsible for renewing all current grants, including writing grant proposals, and coordinating interdepartmental input in the grant application processes. Maintaining master calendar
- Responsible for writing all grant application budgets in conjunction with the Executive Director
- Ensure compliance with grant agreements
- Complete all required grant reporting, including narrative and financial reports, working with program, research, and finance staff to compile accurate information and ensure timely submission
- Oversee recognition and stewardship process, including grant and donor acknowledgment letters
- Conduct prospect research, creating a robust prospect pipeline
- Record and track all fund development activity in project and donor management databases, including grant renewals, grant reports and prospect outreach
- Assist with other external writing, fund development, and other projects as needed such as website content, social media, fact sheets, case studies, newsletters, and events
- Assist the Executive Director to develop/deliver presentations for prospects and funders

KEY QUALIFICATIONS SUMMARY

A successful candidate will be, first and foremost, a great writer and communicator with a passion for our mission. 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 both lead and build the capabilities of a driven, bright, and diverse team.

This individual should possess an ability to meet funder guidelines and program priorities. These activities include collaborating with program staff to relay the details of each PFFWCF program to funders. This role is also responsible for researching and identifying prospects; qualifying prospects; and making an ask of potential funders through outreach, submission of letters of inquiry/intent, completion of applications, and/or face to face meetings. This position is vital to the long-term financial stability and growth of the organization. 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

- Minimum 3-5 years of experience in grant writing, grant management, or related work within the field of nonprofit development/communication
- Undergraduate degree required
- Exceptional grant writing skills, including a record of success writing winning proposals and LOI's
- Experience in writing detailed grant reports
- Experience with grant budgeting and knowledge of the basics of nonprofit finance/accounting
- Experience with grant management and grant stewardship best practices
- Experience with, and/or knowledge of, the institutional/foundation giving landscape and private foundation funding process and norms
- Excellent research/prospecting skills
- Experience with project management tools and donor databases
- Ability to collaborate and coordinate between departments and 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 customers
- Ability to quickly learn our programming, procedures, and terminology
- Excellent computer proficiency, including MS Office (Word, Excel, PowerPoint, etc.) Google Suite and internet research skills
- Must be able to work independently, under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Fluency in areas of our programming; Burn Survivor Support, Fire Prevention and Safety, Fire Fighter and Fire Service Support, and Community Support.
- Prior experience project management tools and donor management databases a plus

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 is a competitive salary between \$44,174.85 and \$51,970.42 with automatic annual increases for inflation (4.9% increase for 2022), benefits, and opportunities for advancement.

APPLICATION PROCEDURE

To apply, please email a letter of interest and resume to Mike@pffwcf.org no later than December 1st, 2021. Include "Job Application" in the subject line. In-person interviews will take place December 13th and 14th, 2021 with an anticipated start date of January 3rd, 2022. Please call Executive Director Michael Wos for more information (414) 430-3697.