

National Fallen Firefighters Foundation Career Opportunity

Fire Programs Manager

The chosen candidate will serve as a member of the senior staff for the National Fallen Firefighters Foundation. Duties and responsibilities include oversight of the daily operations of the Foundations' fire service programs setting goals and priorities. Reports to the Managing Director of the Foundation

Duties include:

Planning, supervision and overall oversight of the outreach services to the fire service including the Everyone Goes Home Program, the Local Assistant State Teams, delivery of the Taking Care of Our Own program and coordinated efforts with the First Responder Center for Excellence.

Preparation of grant proposals to secure funding for projects

Designs, develops and/or provides oversight of programs to reduce line of duty deaths and injuries in the American fire service

Project management; insuring grant programs are completed within the given timeframes and within the appropriated budget

Able to manage multiple and competing priorities

Good communications skills including, but not limited to, writing reports to stakeholders, preparing reports to government officials, preparing correspondence, developing instructional programs, preparing and overseeing the preparation of articles, news releases and other written communications

Ensures adherence to policies and procedures for procuring goods and services. Able to develop a working knowledge of grant processes including the legal requirements required under the Super Circular

Able to write various RFP's and serve on evaluation committees for selecting vendors, and participate in negotiation of resulting contracts

Proven managerial skills; able to provide supervision to subordinate employees and manage work delegated to contractors/consultants

Coordinate with other senior management team members to forecast needs and prepare operating budgets

Analyze annual, quarterly and/or monthly budget reports and forecast annual surplus/deficit

Serves as a member of a senior management team; work with other divisions of the NFFF to resolve issues; support other divisions and utilize personnel to complete required work

Proven public speaking skills and able to represent the NFFF at National, regional and local events and meetings

The qualified candidate shall:

- Have a working knowledge of the 16-Firefighter Life Safety Initiatives (FFLSI)
 - A comprehensive knowledge of the 16 FFLSI and the Everyone Goes Home program is preferred
- Have a thorough understanding of the fire service including but not limited to:
 - Typical hierarchy and organizational structure of the fire service
 - Firefighting operations
 - Current firefighter safety issues
 - Fire behavior
 - Research on fire dynamics
 - Understand the common causes of firefighter injuries and death
- Experience with fire service training and instruction practices
- Able to make independent decisions, maintain composure, and work effectively as part of team

Candidates for this opportunity should respond in the following manner:

- 1) Submit a cover letter affirming your interest in this position, together with an explanation of why you consider yourself to be an appropriate candidate
- 2) Provide an updated resume, highlighting all educational exposures, certifications, trainings and employment history
- 3) Provide a narrative documenting your knowledge of the 16-FFLSI, understanding of firefighting hierarchy and organizational structure and other fire service fundamentals
- 4) Explain why this potential career move fits into your ultimate career track
- 5) Detail your familiarity with and exposure to the programs and initiatives of the NFFF

Please submit all these materials electronically to both Jim Markel (jmarkel@firehero.org) and Victor Stagnaro (vstagnaro@firehero.org) no later than December 22, 2017. All questions regarding the position duties of this opportunity should be referred to Victor Stagnaro. Questions regarding this search process and submission of credentials should be referred to Jim Markel. Decisions regarding the candidate pool will be processed beginning December 22, 2017 and will be ongoing until the appropriate candidate is selected. **All candidates must respond by December 22nd to be considered for this position.**