

The National

Fallen Firefighters Foundation

CHIEF EXECUTIVE OFFICER

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Position Overview

The National Fallen Firefighters Foundation (NFFF), a foundation recognizing the extraordinary service and sacrifice of fallen firefighters, their families, and their co-workers, seeks a Chief Executive Officer (CEO) to be located in its Emmitsburg and Crofton, MD offices.

The CEO will lead the activities of the NFFF and its affiliate program, the First Responders Center for Excellence for Reducing Occupational Illness, Injuries and Deaths (FRCE, herein the Affiliate). The NFFF and Affiliate operations include educational and professional development, fundraising, and support services for firefighters and their families; the CEO leads these programs and their strategic deployment with stakeholders.

This individual will lead the Foundation and Affiliate, whose constituents' work regularly puts them into hazardous, dangerous situations. The CEO must demonstrate an empathy and commitment to a cause that can be both a professional mission and personal calling. The CEO will display exceptional professionalism, sensitivity, and dedication in their work.

Key Responsibilities

Essential Functions

- Provide leadership and administrative control of all activities performed by the Foundation and the Affiliate
- Evaluate the effectiveness of services and programs being provided by the Foundation and the Affiliate
- Enhance the organizational scope and programming to positively affect the fire service
- Ensure programs adhere to the mission and purpose of the Foundation and the Affiliate in cooperation with the Boards of Directors
- Serve as the principal spokesperson for the Foundation and the Affiliate, furthering the status and advancing the goals of both entities
- Travel extensively to represent the Foundation and the Affiliate at events, including national, state, and local conferences, meetings, training sessions, and fire service funerals
- Develop multi-year strategic management plans to assure the programming of the Foundation and the Affiliate are aligned with trends and changing occurrences within the fire and first responder communities
- Lead a talented team of professional staff, providing guidance and inspiration for the work they perform
- Provide status reports and respond to requests from the Foundation and Affiliate Boards of Directors regarding Foundation and Affiliate policy and procedures

Capital Expansion and Fiscal Affairs

- Enhance and expand the National Fallen Firefighters Memorial to ensure the continuation of a fitting National tribute to firefighters killed in the line of duty
- Direct capital expansion activities for the Memorial Park, including work with federal and state agencies in support of the "Walk of Honor" and the Memorial Chapel
- Review and approve the preparation of organizational budgets for the Foundation and the Affiliate
- Lead a national fundraising campaign that will support year-round programs and services provided by the Foundation and through Affiliate programs

- Direct and support efforts to secure funding from private foundations and companies, serving in the solicitation and continuation of funding from those sources

Government Affairs, Legal Affairs, and Public Relations

- Promote and maintain partnerships with all stakeholders in the fire-rescue service community
- Provide programming and communication on behalf of the Foundation and the Affiliate for fallen firefighters' families
- Lead the Foundation's government affairs activities
- Work closely with Foundation and Affiliate legal advisors in coordinating legal matters and issues related to both entities
- Provide information to the public and other entities concerning the Foundation and the Affiliate
- Further the outstanding reputation of the Foundation and build a positive reputation for the Affiliate
- Engage in all fire service line-of-duty deaths in a timely manner

Measures of Success

The following are examples of accomplishments the Executive Committee of the Board of Directors would consider in evaluating the success of the new CEO after their first year in the position. Ultimately, the CEO and the Executive Committee will agree on more specific performance metrics in each area

- In collaboration with the Board of Directors, the CEO will establish annual performance measures by which the CEO's success will be defined
- The CEO will have developed strong working relationships with stakeholders at partner organizations crucial to NFFF and the Affiliate's success, as well as interpersonal relationships with staff, contractors, volunteers, and members of both Boards of Directors
- The CEO shall implement a plan for the retention and hiring of staff in conjunction with organizational needs identified by the CEO and Boards of Directors

Experience and Qualifications

- Demonstrated experience with fire and emergency services, or public safety affiliates, at the local, state, or national level preferred
- Exceptional communication skills, including experience communicating with local, state, and/or national media outlets
- At least 15 years of successful senior management experience
- Experience fostering collaboration between diverse groups of individuals and organizations in order to advance common goals
- Crisis management experience, and a proven ability to support fire departments and their communities when experiencing significant, catastrophic events

About NFFF

The National Fallen Firefighters Foundation was created by an act of Congress in 1992 to lead a nationwide effort to honor America's fallen firefighters. NFFF fulfills this mandate by honoring and remembering America's fallen fire heroes, providing resources to assist the families of fallen heroes in rebuilding their lives, and through work within the fire service community to reduce firefighter deaths and injuries.

The First Responders Center for Excellence for Reducing Occupational Illness, Injuries and Deaths provides resources for firefighters, EMS personnel, and other first responders. With the goal of reducing line-of-duty injuries and deaths as well as occupational illnesses, the FRCE uses its research and educational programming to support first responders' ability to address the occupational and environmental hazards of their work.

The NFFF is a 501(c)3 nonprofit organization comprising approximately 30 staff with offices in both Crofton and Emmitsburg, Maryland. Crofton is a town in Anne Arundel County, approximately 30 miles east of Washington, DC. Emmitsburg is a town in Frederick County, approximately 10 miles south of Gettysburg, PA and 70 miles north of Washington, DC. NFFF is registered as a corporation in Maryland, and funds its work through program-specific pass-through federal grant funding, as well as support from individuals, corporations, and foundations.

NFFF Assets

- [Retirement announcement from current NFFF Executive Director, Ron Siarnicki](#)
- [The NFFF 2021 Annual Report](#)
- [The Foundation Trumpet](#), NFFF's quarterly newsletter
- [NFFF 2021 Form 990](#)
- [FRCE 2020 Form 990](#)
- [The NFFF Media Center](#)
- [Grief in Progress](#), a 2021 podcast produced by the NFFF to encourage healing after tragic loss
- [Boyd Street Fire](#), a fire service educational video based upon a tragic Los Angeles Fire Incident.

Web Presence

Web: www.firehero.org
<http://www.firstrespondercenter.org>

Twitter: [@NFFF_news](https://twitter.com/NFFF_news)
[@1stresponderctr](https://twitter.com/1stresponderctr)
[@FireHeroFamily](https://twitter.com/FireHeroFamily)

Facebook: [/NationalFallenFirefightersFoundation](https://www.facebook.com/NationalFallenFirefightersFoundation)
[/firstrespondercenter](https://www.facebook.com/firstrespondercenter)

Instagram: [/fireheronfff/](https://www.instagram.com/fireheronfff/)
[/firstrespondercenter/](https://www.instagram.com/firstrespondercenter/)

LinkedIn: [/national-fallen-firefighters-foundation](https://www.linkedin.com/company/national-fallen-firefighters-foundation)
[/first-responder-center-for-excellence](https://www.linkedin.com/company/first-responder-center-for-excellence)

YouTube: [/NFFFTV](https://www.youtube.com/channel/UCNFFFTV)

Vetted Solutions

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Vetted Solutions is a Washington, D.C. based executive search firm specializing in association and nonprofit recruiting and consulting. We focus on CEO and senior staff positions.

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