



Development Assistant (Full-Time) National Fallen Firefighters Foundation

Crofton, MD

January 2023

Are you interested in working for a vibrant, team-oriented **non-profit organization** with a remarkable and rewarding mission? **Join Our Team!**

The National Fallen Firefighters Foundation (NFFF) is seeking a Development Assistant to join our team. The Development Assistant will provide administrative support to the Development team's everyday operations, programs, and special events.

This position involves a high degree of accuracy, attention to detail, and confidentiality.

The National Fallen Firefighters Foundation (NFFF) is an exemplary organization with a mission to honor America's fallen fire heroes; support their families, colleagues, and organizations; and work to reduce preventable firefighter death and injury.

Learn more about how we impact firefighters and Fire Hero families at www.FireHero.org

Responsibilities

The successful candidate:

- Answers and directs phone calls and email communications.
- Mails donor communications and materials for special events.
- Maintains an organized and easily accessible filing system for constituent and gift records.
- Enters data into our CRM database, Raiser's Edge (RE), and assists with entry of constituent and gift records and mailing of acknowledgement letters.
- Provides other administrative support to the Development team on various projects and events.
- Processes and downloads donor information and credit card transactions into the RE database.
- Completes updates and mailing list corrections/changes for donors in the RE database.
- Tracks in-kind donations and ensures these gifts are entered into the RE database and donor acknowledgement letters are sent.
- Prepares and distributes letters and certificates for Walk of Honor® brick donations.
- Prepares and distributes letters to families designating the NFFF to receive memorial donations in memory of their loved ones.

- Ensures the accuracy and integrity of the data being brought into the RE database and confirms that the income recorded aligns with Finance office records and that any discrepancies have been addressed.

Minimum Qualifications

- HS diploma or equivalent
- 3+ years of administrative or relevant experience
- Proficient in Microsoft Office Suite
- Strong verbal and written communication skills
- Ability to multi-task, good organizational skills, strong attention to detail
- Self-motivated, with high-integrity and ability to work well in a team setting

Preferred Qualifications (but not required)

- Administrative or training in relevant profession
- Database experience
- Typing speed of 45+ wpm

How to Apply:

Applicants are asked to furnish the following documents/materials:

- Letter of application
- Resume showing all pertinent work history
- References (one personal and three job-related)

This position will remain open until filled. The decision process will be comparative and include the following steps:

- A review of received documents
- Checking of references
- Phone screening interview
- Potential interview of candidates

If you have questions or to submit your application materials, email Lissette Garcia, Human Resources Manager at lgarcia@firehero.org.

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.

EEO Employer

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.