

National Fallen Firefighters Foundation

MANAGING DIRECTOR

Our mission is to honor America's fallen fire heroes; support their families, colleagues, and organizations; and work to reduce preventable firefighter death and injury.



Position Overview

The National Fallen Firefighters Foundation (NFFF) seeks an experienced people-first operational and management professional to serve as **Managing Director**. The chosen candidate will serve as a strategic partner to the Chief Executive Officer (CEO) and a thought partner to leaders throughout the organization.

The Managing Director will manage several divisions within the organization and ensure that the NFFF's operational elements function efficiently and ethically to fulfill the objectives outlined by the Chief Executive Officer. Commitment to the NFFF's mission is of the utmost importance.

This is an in-office position with dual office locations. The Managing Director is required to travel between the NFFF's main office in **Emmitsburg, Maryland** and the satellite office of the Foundation located in **Crofton, Maryland**. In addition, occasional travel to conferences, attendance at Foundation functions, meetings with stakeholders, and other related events is required.

The position of Managing Director is vital to the organization's overall strategic development and business operations. The individual will be responsible for enhancing and implementing a cohesive operational infrastructure that aligns with the organization's mission and workplace culture, capitalizes on its recent successes and rapid expansion, and organizes its business operations for the foreseeable future.

Key Responsibilities

Supervisory & Management

- Provides leadership, mentoring, support, and supervision to ensure the appointed Directors and their employees successfully and adequately carry out their obligations and operational tasks.
- Empowers directors, managers, and employees to understand the Foundation's overall strategy and how all roles work together to achieve agreed-upon goals.
- Provides sound judgment when confronted with unanticipated internal or external business matters, ensuring operational components of the NFFF are successfully delivered and that the work meets the Chief Executive Officer's quality standards.
- Collaborates with assigned Directors and their employees to prepare and review work products and projects, including creating employee and contractor assignments/projects and preparing program reports.
- Builds and maintains a cohesive management team while adhering to the NFFF's standard policies and procedures as outlined in the Employee Handbook.
- Develops policies and procedures to enhance the operational effectiveness of the organization.

Budget, Grant & Financial Management

- Leads and manages operational program implementation and budget creation, obtaining CEO and CFO approval prior to finalization.
- Leads and formulates budgets for Federal and private applications in collaboration with the NFFF operational staff and reviews grant proposals and their requirements before submission.
- Ensures managers and directors understand and adhere to all Federal grant and financial guidelines.
- Collaborates with appropriate directors and managers to ensure all necessary progress reports are generated and submitted in accordance with the stated grant requirements and deadlines.
- Collaborates with the CFO to manage and amend the NFFF's financial policies, procedures, and manuals as needed or required.
- Reviews departmental and organizational expenditures to ensure funds are expended appropriately, ethically, and legally.
- Develops program goals, milestones, and budgets.

Public Relations

- Represents the Foundation at committees, business associations, and with NFFF Stakeholders as required by and/or at the request of the CEO.
- Participates in public speaking engagements related to Foundation events and services provided by the organization.
- Creates and delivers reports and presentations to the board of directors.
- Collaborates with the Director of Government Relations on government-related matters and remains current on legislative developments that may impact the NFFF's business operations.
- Reviews press and media advisories and supports the marketing and communications efforts of the NFFF.

Operations & Program Management

- Oversees the Memorial Weekend's strategic plan, ensures all operational components are prepared, and coordinates agreements with the CEO.
- Manages and records all operational contracts and ensures all terms are followed.
- Implements operational strategies as outlined in the NFFF's Strategic Plans and/or as directed by the CEO.
- Manages the acquisition, maintenance, and effective use of NFFF physical assets.
- Develops and implements effective communication processes, strategies, and monitoring system techniques to ensure that NFFF events and projects are

successfully managed and completed on time and within budget.

- Incorporates NFFF policies and procedures as needed for effective organizational operations, ensuring operational divisions comply and meet all legal requirements; establishes transparency of departmental and organizational changes to increase effective employee performance.

Measures of Success

- Manages business operations focusing on the big picture by providing leadership advice to the management team and individuals across the organization, creating a collaborative, performance-driven culture with data-driven decision-making and supporting the organization as it continues to grow and evolve as a key voice on the national landscape.
- Demonstrates senior leadership abilities by adjusting and pivoting to change when appropriate, guiding team members through the change process, and encouraging cross-functional cooperation and teamwork to create and maintain a performance-driven organization.
- Successfully supervises, leads, facilitates, and supports the NFFF's programs and business operations while maintaining effective internal management and ensuring compliance with all relevant Federal, state, and internal regulations as well as employment policies and procedures.
- Exercises sound and analytical judgment that is effective and data-driven to assist in fragmenting or reconstructing complex issues, and successfully communicating and implementing those decisions.
- Successfully encourages organizational effectiveness and growth, fostering strong working relationships among teams to advance the mission and achieve organizational, department, and team goals and alignment.

Experience and Qualifications

- Bachelor's degree or a minimum of 5 to 7 years of progressive leadership experience with senior management and/or director-level experience.
- Ability to understand and manage complex situations and navigate high stakes/competing interests.
- Understanding of Federal grant budget guidelines, application process, and management.
- Excellent communication skills—verbal, written, interpersonal, and digital—and the capacity to interact successfully with a variety of audiences in both large group and one-to-one settings.

- Strong public speaking and presentation skills.
- Experience or in-depth understanding of fire service or first responder operations is a plus but not required.
- Ability to develop and build internal and external relationships with staff, contractors, partners, and other stakeholders.
- Strong management skills, specifically with experience in overseeing senior/director-level positions.
- Implementing organization-wide structural and policy changes.
- Fostering a climate that motivates high performance across the organization.
- Must possess a valid, state-issued driver's license and successfully clear a Federal-level criminal background check.

How to Apply:

For questions and to apply for this position, contact *Lisette Garcia, Human Resources Manager* at lgarcia@firehero.org. All inquiries and communications will be handled in strict confidence.

Resumes are being accepted from **June 1st through 5:00 pm ET on June 30th**. Resume reviews begin immediately upon receipt.

Applicants are asked to furnish the following documents/materials to be considered:

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

The decision process will be comparative and include the following steps:

1. A three-phase review process
2. Phone screening interview
3. First in-person interview
4. Second in-person interview
5. Checking of references
6. Successful Federal background check

About NFFF

The National Fallen Firefighters Foundation (NFFF) is an exemplary organization created by an act of Congress in 1992 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.

The operational divisions of the NFFF are as follows.

- Fire Hero Family Programs

- Fire Service Programs
- Development
- Government Relations
- Marketing and Communications
- Finance
- HR
- Business Management

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.

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



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NATIONAL FALLEN FIREFIGHTERS FOUNDATION