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**Corporate Philanthropy Officer**  
(Full Time / Remote)  
\$60,000 - \$70,000  
**National Fallen Firefighters Foundation**

**Maryland**  
Open until March 12, 2026

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 looking for a **Corporate Philanthropy Officer** with expertise in institutional fundraising and corporate partnerships. This full-time, remote position is based in Crofton, Maryland and involves travel to build and strengthen relationships with corporate and Foundation partners.

**POSITION SUMMARY**

The **Corporate Philanthropy Officer** is a pivotal member of the Foundation's fundraising team, leading corporate partnership initiatives that drive revenue and strengthen long-term relationships. This position is ideal for a dynamic professional with a proven track record in building and managing corporate relationships, sponsorships, and strategic partnerships.

The Officer will manage a portfolio of 200–250 corporate partners, overseeing relationship-building, prospect research, proposal development, and impact reporting to advance the Foundation's fundraising goals. This role involves regular travel to meet with partners, allowing the Officer to cultivate strong relationships, engage directly with corporate leaders, and represent the Foundation across diverse organizations. The focus includes maintaining renewals, securing new major partners, and nurturing long-term engagement.

Working closely with the Chief Advancement Officer, the **Corporate Philanthropy Officer** collaborates across internal teams to maximize corporate engagement, strengthen philanthropic impact, and support the Foundation's mission.

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](http://www.firehero.org).

## RESPONSIBILITIES

### Corporate Major Gifts and Strategic Partnerships:

- Plan and track fundraising: Set targets, manage proposals, reports, and donor communications.
- Engage donors: Identify new funders and strengthen relationships.
- Represent NFFF: Serve as liaison with partners and at events and serve as spokesperson at events.

### Relationship Cultivation and Stewardship

- Build relationships: Engage funders through meetings, calls, and updates.
- Boost engagement: Create recognition and involvement opportunities with Marketing.
- Support leadership: Coordinate executive and board participation with key funders.

### Data Integrity & Compliance

- Track fundraising activity: Record opportunities, amounts, deadlines, and outcomes in Raisers Edge.
- Progress report: Provide monthly revenue and pipeline updates to leadership and finance.
- Reconcile finances: Coordinate regularly with the Advancement and Finance team.

### Fundraising

- Plan and run events: Develop strategies to maximize engagement and fundraising income.
- Manage sponsorships and volunteers: Secure gifts, fulfill benefits, and recruit/train volunteers.
- Coordinate and report: Work with Marketing on materials and analyze event outcomes for strategy.

## MINIMUM QUALIFICATIONS

- Must have 5+ years of experience in corporate fundraising, corporate/foundation relations, or strategic partnerships.
- Proven success in securing and managing institutional gifts of \$25,000+.
- Excellent writing and storytelling skills; demonstrated experience writing proposals and donor reports.
- Strong relationship management and communication abilities.
- Proficiency in fundraising CRMs (e.g., Raiser's Edge, Salesforce).

### Preferred:

- Bachelor's degree
- Experience working in a mission-driven organization with a national or issue-focused impact.
- Familiarity with corporate partnerships, sponsorships, marketing, or corporate social responsibility (CSR) trends.

## WHY JOIN US?

- Mission-driven, collaborative work environment.
- Remote Work Position
- Competitive salary and comprehensive benefits package including 401(k) match, health

- benefits, generous PTO, and professional development
- Opportunity to contribute to a meaningful organization supporting the fire service community.

## **HOW TO APPLY:**

Applicants are asked to furnish the following documents/materials:

- Cover Letter that includes:
  - The total number of corporate relationships you managed in your previous role
  - The total number of corporate gifts you've identified, solicited and secured at the \$25,000 level and above
  - The sizes of the companies you engaged (small, medium, or large)
  - The scope and scale of the corporate giving portfolio you oversaw
- Resume highlighting relevant work experience
- References: one personal and two to three professionals

### **Apply at:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9cb9d439-3278-44d9-aad9-182e55ae4d54&cclid=19000101\\_000001&jobId=463573&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9cb9d439-3278-44d9-aad9-182e55ae4d54&cclid=19000101_000001&jobId=463573&lang=en_US)

Applications are being accepted through **11:59 pm ET on March 12**. Application reviews begin immediately upon receipt. The decision process will be comparative and include the following steps:

- A review of received documents
- Phone screening interview
- Virtual interview(s) of candidates
- Checking references
- Successful Federal background check

Questions? We're happy to help! Contact **Lisette Garcia, Director of Human Resources** at [lgarcia@firehero.org](mailto: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 lit, 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.