

Development Manager, Congressional Fire Services Institute

Job Title: Development Manager

Department/Group: Development

Location: DC Metropolitan Region

Travel Required: Yes – 5%

Classification: Exempt | \$65K-\$75K Year (depending on qualifications and experience)

Position Type: Full-Time

Reports to: Executive Director

ABOUT US

The Congressional Fire Services Institute (CFSI) is a national policy institute dedicated to addressing the needs and challenges of our nation's fire and emergency services. CFSI works closely with members of Congress, federal agency officials and national fire service organizations to advocate support for federal legislation and programs that enhance the readiness and response capabilities of fire departments across the country. In addition, we conduct seminars and other educational programs for members of the fire service to increase their understanding about our mission in Washington, DC and the importance of grassroots advocacy. Each member of the CFSI has the opportunity to work directly with national fire service leaders to make a positive difference for our nation's firefighters and emergency services personnel.

JOB DESCRIPTION

The Development Manager's primary responsibilities are to develop and execute all fundraising programs and maintain and build positive working relationships with current and prospective donors, national fire, and emergency services officials, and other CFSI stakeholders. In addition, to perform certain administrative functions, including managing CFSI financial accounts, office contracts, and assisting with CFSI website updates and social media platforms.

RESPONSIBILITIES

Development

- Current Fundraising Programs

- *National Fire and Emergency Services Symposium and Dinner*: CFSI's largest fundraising event attended by 1,500 fire service officials and generating approximately 85% of the organization's revenue.
 - Registration – track registration, issue invoices, and record payments.
 - Sponsorship – solicit sponsors for the event.
 - Meeting space – assign meeting space for workshops and meetings.
 - Catering – work directly with hotel catering on the dinner menu and food orders for other events.
 - Contract compliance – monitor hotel contract for compliance with room block and food and beverage minimums.
 - Printing and Production: Oversee production and printing of dinner programs and other materials.
 - Marketing – develop a marketing campaign to generate interest in the program and increase participation.
- *Associates Club Program*: An individual giving program.
 - Maintain support of current members and recruit new members through marketing and outreach initiatives.
 - Track renewals and deliver membership benefits.
- New Fundraising Initiatives
 - Working separately and with CFSI's Fundraising committee, explore and implement ideas for new fundraising programs and opportunities, including foundation and federal grants, social events, and educational programs.
 - Develop sponsorship prospectus for fundraising programs using innovative ideas to attract new sponsors.

Outreach

- Maintain communication with corporate sponsors to sustain their support and keep them apprised of CFSI activities and accomplishments.
- Attend trade shows to network with current corporate supporters and develop relationships with potential new corporate supporters and trade show attendees.
- Produce marketing brochures, newsletters and other educational materials that highlight the work of CFSI and convey the importance of supporting the organization.

Finances and Administrative

- Ensure timely payments of all bills, issue and track invoices, maintain subscriptions, and deposit payments.
- Assist accountant with audit preparations.
- Maintain and update specific sections of the CFSI webpage and contact file used for issuing email blasts and alerts.

Requirements

- 1-3 years of fundraising experience, including corporate partnerships and event sponsorships
- Strong communication skills, including very strong written and presentation skills and the ability to build relationships with government and corporate stakeholders
- Able to create fundraising strategies and execute independently

- Non-partisan, willing and able to work with policy makers from all political parties
- Experience working with multiple stakeholders and government agencies would be considered an asset
- Special Events planning and execution would be an asset

CFSI has engaged the exclusive services of Charity Search Group to lead the recruitment process for this role. To express your interest please visit www.charitysearchgroup.com or contact Amanda McReynolds Doran (amanda@charitysearchgroup.com).