POSITION DESCRIPTION

Position Title: Foundation Manager
Location: SFPE Headquarters in Gaithersburg, MD (remote allowed)
Full/Part-time: Full Time, Exempt position
Supervisor: SFPE CEO

About the SFPE Foundation
The SFPE Foundation’s mission is to enhance the scientific understanding of fire and its interaction with the natural and built environment. The SFPE Foundation operates under the auspices of the Society of Fire Protection Engineers (SFPE) which is a global professional society representing over 4,700 members and 108 chapters worldwide.

Overview
We are seeking an experienced and motivated Foundation Manager who is committed to sustaining and guiding the future work of the SFPE Foundation. This position will provide strategic support and leadership to advance the SFPE Foundation’s mission, guide and implement the day-to-day operations, manage the activities of the Foundation’s Board of Governors, and generate revenue including solicitation of sources of funding from public and private funding sources as well as the SFPE membership.

This will be the first full-time staffing position for the Foundation and the successful candidate will have the opportunity to shape the strategic direction as well as the growth and evolution of the organization. This position will join, and be supported by, the SFPE staff particularly in support of operational functions.

Key Responsibilities

Operations
- Work closely with the Board of Governors to develop the strategic direction for the Foundation and to set and achieve goals.
- Prepare annual budget and operating plan for Board of Governors approval. Manage the Foundation’s financial performance and understand key financial indicators.
- Ensure the Foundation operates within established Bylaws and policies, including ethical and conflict of interest guidelines, and work with the board to develop ones as needed.
- Provide regular communication and updates to the board and manage meetings and materials for the Board.
- Work with the accountants and auditor to ensure timely and accurate financial reporting.
- Manage fundraising efforts as required to meet program goals including annual giving, major gifts, endowment funds, and planned giving. May be done through mail, special events, grant proposals, personal solicitation, etc.

**Program Management**
- Develop and draft grant requests for proposals and proposals.
- Build and maintain external relationships with the fire protection engineering industry.
- Develop communication pieces, including social media and website.
- Manage award program, currently five.
- Manage volunteer committees, currently two.
- Represent the Foundation externally.
- Partner with the SFPE staff to build a broader community of partners, stakeholders, and prospective funders as well as create better alignment between the Foundation and the Society’s programs and initiatives.
- Other duties as assigned by the CEO.

**Position Requirements**
- Bachelor’s degree, advanced degree preferred.
- 5-10 years of relevant experience, preferably in engineering or STEM and/or in a non-profit environment.
- Proven record in grant writing, grant development, and grant implementation.
- Software proficiency with office tools such as MS 365, social media accounts, and basic HTML for websites.
- Excellent organizational and prioritization skills; able to handle multiple tasks, projects, and priorities effectively and professionally.
- Solid track record of successful planning and implementation of projects in a small, collaborative staff environment, and general oversight on contracts and project delivery.
- Experience with the engagement of volunteer committees and outside vendors/partners in program development and implementation.
- Excellent verbal and written communication skills, including excellent, articulate, personable, and diplomatic customer service skills.
- Strong interpersonal skills including the ability to interface with staff and members.
- Ability to work independently and productively from a virtual location. This position will be 100% remote initially, but the successful candidate may be able to work from the physical office in Gaithersburg, MD once we reopen post-pandemic.

The base salary range for this position is 65,000-80,000. SFPE also offers a very competitive benefits package. Interested candidates should submit a cover letter, resume and link to their LinkedIn profile to Maxine Katz at mkatz@sfpe.org.