Organization: Children of Fallen Patriots Foundation (CFP)
Title: Corporate & Foundation Gift Officer
Reporting Relationship: Head of Development
Location: Remote with 25% Travel

ORGANIZATION PROFILE:

Children of Fallen Patriots Foundation (http://www.fallenpatriots.org) was created in 2002 to provide college scholarships, supplemental grants and educational counseling to military children who have lost a parent in the line of duty. In 1989, five days before Christmas, Sergeant William Delaney Gibbs from the 7th Infantry Division was killed in action during Operation Just Cause in Panama, leaving behind a young wife and an unborn daughter. Co-Founder and CEO, David Kim, served with Sergeant Gibbs and was inspired by his sacrifice to establish Children of Fallen Patriots Foundation.

The Foundation estimates nearly 25,000 Gold Star children have been left behind by service members who died in the line of military duty over the past 35 years. While the government does provide some benefits, it doesn’t cover the full cost of a college education. Additional assistance is needed as 60 percent of surviving spouses make less than $50,000 per year. This 501(c) (3) Foundation not only offers much-needed support to pay for college: it is a reminder to the surviving families that their sacrifice is honored by all Americans.

Currently there is no centralized tracking system of children who have lost a parent in the Armed Forces. Children are falling through the cracks. Ironically, without a centralized tracking system, families cannot find the organizations that can help them and organizations cannot find families that need them. Finding all the children is one of Children of Fallen Patriots Foundation’s major objectives. The Foundation plans to grow at a brisk pace over the next five years to attain this and other objectives. To date, the Foundation has provided more than $54M in program support and direct assistance to more than 2,200 students.

Since 2002, Children of Fallen Patriots Foundation has identified over 11,000 children who have lost a parent in the line of duty. We estimate that there are over 25,000 such children around the country, and our goal is to find and help each and every one of them.

MISSION AND VISION STATEMENTS:

Our mission is to provide college scholarships and educational counseling to military children who have lost a parent in the line of duty.

- We are dedicated to serving the families of combat casualties and military training accidents as well as other duty-related deaths.
- We cover all branches of the armed forces.
We cover suicides and illness if the VA rules the death was in the line of duty.

The vision of Children of Fallen Patriots Foundation is to ensure that every such child receives all necessary college funding.

- A college education is the single most important gift we can give these children.
- This is an important investment in the future of America.
- This is one of the best ways we can honor those who died defending our country.

The Corporate & Foundation Gift Officer will handle the cultivation, grant identification and writing, and subsequent stewardship to continue to grow support from Corporations and Foundations.

**Primary Responsibilities:**

The Corporate & Foundation Gift Officer will be reporting directly to the Head of Development for daily tasking, donor engagement and pipeline growth. The Corporate & Foundation Gift Officer should have a minimum of 5 years sales experience and an affiliation to the military would be a bonus. Children of Fallen Patriots’ Development Team is fast paced, unconventional and growing rapidly. The Corporate & Foundation Gift Officer will be provided a unique opportunity to interact with corporate partners and foundation leadership. Interaction will be at both a strategic and tactical level. This type of interaction requires an outgoing personality, a desire to learn and the ability to make connections.

The following highlight the primary tasks of the Corporate & Foundation Relations Gift Officer:

**Donor Relations**

- Assume primary responsibility for foundation and corporation cultivation, stewardship and retention.
- Lead planning and strategy for donor visits and other targeted contact with donors and prospects. Handle all logistics related to meetings including scheduling meetings, site visits and partnership opportunities with corporate staff.
- Provide ongoing stewardship to funders – updating them on programs of interest and facilitating sponsorship/recognition opportunities.
- Work closely with Corporate Sponsor on cultivating fundraising opportunities.
- Work closely with Development team to implement appropriate recognition opportunities for foundation and corporate supporters. Report back to donors on recognition.
- Track relationships in SalesForce

**Grant Writing/Grant Management**

- Develop streamlined process for grant identification, acquisition and follow up pertaining to all private grant activities with the goal to increase number of grant submissions through enhanced research and identification and by re-packaging language. Draft proposals, concept papers and reports to solicit and steward new and current foundations and corporate donors.
• Manages the preparation and submission of proposals and reports in a timely fashion.
• Responsible for all administrative duties related to grants, including securing all necessary approvals, signatures, attachments, and documentation.
• Maintain accurate records in database, including grant/prospect tracking and follow-up actions

Research

• Identify and qualify foundation and corporate prospects; perform continual research (online and via visits and calls) for new grant opportunities in order to write proposals that match interests.

Other Projects

• Spearhead efforts around corporate donors for NYC and Greenwich Galas, Golf & Symposium events throughout the year (may include weekends and evenings)
• Assist with other projects pertaining to communications or program development, as assigned

Qualifications

• Authentic interest in the mission of Children of Fallen Patriots
• Disciplined, process oriented, and hands-on approach to work
• Enthusiasm for collaborating and iterating with other Fallen Patriots personnel
• Track record of succeeding in an entrepreneurial and collaborative fast paced environment
• Solid management skills and the ability to establish strong operating procedure and protocols
• Good team player; respond well to coaching
• Capacity to relate well to diverse group of internal and external stakeholders
• Ability to organize, prioritize, and manage multiple priorities
• Excellent oral, written, and interpersonal communication skills
• Military Service affiliation is preferrable- personal, family or prior work experience (not mandatory)
• Prior fundraising or sales experience not required
• Excellent communication skills: Oral (including presentations), Written, Interpersonal (active listening), Negotiating and Influencing.
• Proficient with Microsoft Excel, Word and PowerPoint.
• Experience with Salesforce.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Position Type
Full-Time/Regular; This position is remote with ~25% Travel.