



Fisher House Foundation, Inc.

Job Posting

Community Liaison

Job Title:

Community Liaison

Department:

Community Relations

Posting Date:

Friday, May 3, 2019

Posting Expiration Date:

Friday, June 28, 2019 (or until filled)

Start Date:

TBD

Job Summary:

The Fisher House Foundation (FHF) Community Liaison will assist and support the VP of Community Relations through Foundation interactions with communities hosting an existing Fisher House, as well as those communities seeking a new Fisher House for their local VA or Military Medical Center. The Community Liaison will be required to travel regularly for face-to-face meetings and business with VA, DOD, and corporate partners, and local organizations in support of Foundation operations. This is one of two positions reporting to the VP of Community Relations.

Essential Duties and Responsibilities:

- Serve as Foundation's secondary action officer and liaison to VA Health Care Systems and DoD medical facilities currently operating a VA, Navy, Army or Air Force Fisher House, as well as supporting organizations.
 - Develop and maintain new system for monitoring local "Friends of Fisher House (FOFH)" community groups, to include findings and enhance efforts to maintain necessary obligations for compliance with Foundation standards, community laws and regulations.
 - Monitor and report on community group activities and milestones to FHF Leadership.
 - Provide periodic Foundation updates for the community groups.
- Assist in face-to-face meetings as directed with:
 - VA and military Fisher House program managers
 - Fisher House Managers and Fisher House facilities
 - Local "Friends of Fisher House" community groups and other supporting organizations
 - Corporate partners and potential donors
- Support VP of Community Relations as Foundation interface to new communities (including VA Health Care Systems and military bases/medical centers) validated and recognized by DoD and VA as needing a new Fisher House.
- Assist with planning, organizing and executing the annual Fisher House Community Group Conference.
- Represent FHF at External events, to include public speaking.

- Oversee specific areas of Foundation activities as directed by the FHF President and Chief of Staff.
- Support VP of Community Relations in management of FHF scholarship programs.
- Serve as the backup liaison for VA and DoD FH Managers.

General Foundation Support

- In addition to essential and secondary duties all staff are expected to:
 - Assist and represent the Foundation in various activities and fundraising events
 - Be readily available to engage and assist donors and partners by: answering the phones, processing donations, welcoming guests, answer general questions, and assisting with other tasks not outlined in job description if needed or as requested

Education, Experience & Job Requirements:

- Bachelor's Degree in related field – required; (Master's Degree preferred)
- 4+ years of previous executive level experience in program management
- Fully proficient in the following programs:
 - Windows 10
 - Microsoft Office Suite (Outlook, Word, Excel, Power Point)
 - Adobe Acrobat Pro (Ability to create, edit or modify PDF reports and forms)
- Ability to work closely with DoD and VA partners and leadership
- Ability to handle sensitive and confidential information
- Ability to interpret, modify, edit and create reports
- Ability to present information concisely and effectively, both verbal and in writing
- Ability to organize and prioritize work
- Excellent communication and interpersonal skills
- Excellent professional office etiquette
- Excellent attention to detail
- Self-motivated with ability to work independently with minimal supervision
- Must be able to travel nationwide in support of FHF operations. Anticipate (2-4) trips per month
- Military background or knowledge - required

Travel:

Occasional travel (33%)

Status:

Exempt, Full-Time

Schedule:

Regular: Monday-Friday (9:00 AM - 5:00 PM)

Salary:

\$75K – Starting Salary (Salary commensurate with experience)

How to Apply:

Please submit your Resume/CV and Cover Letter to:

Inaliz Aquino
 Operations & HR Coordinator
 Email: hr@fisherhouse.org
 Direct: (240) 599-2479

Fisher House Foundation, Inc.
 12300 Twinbrook Parkway, Ste. 410
 Rockville, MD 20852
 Phone: (301) 294-5860

EEO: The Fisher House Foundation, Inc. is an Equal Employment Opportunity Employer.