



**OPERATION HEALING FORCES**  
CREATING BONDS THAT CURE

## POSITION OVERVIEW

**Director of Development**  
**Tampa, FL**  
**(Hybrid Position)**



## OVERVIEW

### **Mission: *Their Lives Are Our Mission***

The mission of Operation Healing Forces (OHF) is to serve the needs of America's wounded, ill, injured, fallen Special Operations Forces service members, veterans, their families, caregivers, and survivors through a suite of programs that promote long-term mental, physical, emotional, and fiscal well-being.

### **Vision: *Creating Bonds That Cure***

Operation Healing Forces' vision is that all members of the Special Operations Forces community are able to enhance their resilience, empower their rehabilitation, embrace their reintegration, and lead fulfilling and productive lives.

Through therapeutic retreats, OHF provides a safe and trusted environment where SOF warriors, veterans, spouses, and caregivers can step away from the demands of daily life, reconnect with one another, and begin their healing journey. These retreats foster meaningful peer connections, help participants realize they are not alone in their challenges, and encourage seeking help as a sign of strength, not stigma. The combination of peer-to-peer support, trauma-informed care, and recreational therapies creates opportunities for genuine bonding, renewed relationships, and lasting hope.

The Special Operations Additional Resources (SOAR) program offers personalized assistance tailored to each individual's or family's needs, including financial planning, employment resources, caregiver and alumni support, legal guidance, and specialized transition assistance.

Through the Immediate Needs Program, OHF provides direct crisis support to SOF service members, veterans, and their families. This includes medical emergency travel, adaptive and medical equipment, funeral and memorial costs, essential needs, and other urgent support not covered by government resources.

With every program, OHF's focus remains clear: to strengthen the SOF community by creating long-lasting impacts on mental, physical, emotional, and financial well-being.



## THE OPPORTUNITY

Operation Healing Forces (OHF) seeks a highly motivated, purpose-driven professional with extensive experience in the nonprofit development space to serve as its **Director of Development**. The individual selected for this key position will be responsible for the strategic planning, execution, and evaluation of fundraising, donor stewardship, and external relationship efforts to achieve growth of resources to support OHF's vital mission. The Development Director works closely with the Chief Executive Officer to provide leadership, support, training, and direction for the development team's major gifts, planned giving, events, corporate and foundation relations, grants, campaigns, communications, and marketing efforts.

- ❖ Design, implement, and analyze comprehensive strategies for development efforts to manage the stewardship of corporate, foundation, government, and individual relationships during all phases of the giving cycle.
- ❖ Meet or exceed annual fundraising goal and other Key Performance Indicators.
- ❖ Develop an annual operations budget and revenue projection. Maintain monthly revenue and expense tracking in accordance with approved budget.
- ❖ Analyze and report to Chief Executive Officer and Board of Directors on internal and external trends regarding individual, corporate, foundation, and government funding, as well as key external relations activities.
- ❖ Conduct weekly meeting with development department to discuss on-going projects, strategy, and upcoming priorities.
- ❖ Oversee accountability, quality, and performance of deliverables, grant tracking, and reporting to grant and sponsorship partners.
- ❖ Work closely with program teams to gather and analyze short- and long-term program impacts to utilize in grant reporting and case for support appeals.
- ❖ Work with OHF financial and administrative teams to ensure all community, donor, financial, and industry standards and inspection reports are thoroughly completed.



## CREATING BONDS THAT CURE

### THE OPPORTUNITY (Continued)

- ❖ Provide direction for cause marketing efforts and completion of annual impact report.
- ❖ Cultivate, secure, and manage education and awareness opportunities, steward key relationships with funders and prospects; build and maintain collaborative partner relationships, and attend local, state, and national community engagements and OHF special events, when and where appropriate.
- ❖ Represent OHF at external engagements and media events in a professional manner, providing clear, and compelling information to diverse audiences regarding OHF's mission and the positive impacts of OHF's programs on the community it serves.
- ❖ Work closely with Events Manager on all facets related to special event planning. Events and activities are held across the country and duties include creating target invite list, branding, paper and digital invitations, creative program elements, scripting, talent procurement, themed silent auction and live auctions, logistics, and post-event stewardship and reporting.
- ❖ Manage, support, and resource a diverse team of talented development and marketing professionals, located on-site and remote, as well as specialized contractors.
- ❖ Orchestrate professional development opportunities and provide beneficial mentorship and guidance to enhance development team efficacy.
- ❖ Collaborate across organization to develop compelling digital newsletter content to drive increase in subscription and open rate.
- ❖ Work with the Chief Executive Officer to identify, recruit, orient, empower, and engage Board Members, National Advisory Council Members, and other volunteers in the identification, cultivation, and solicitation of donors, allies, and advocates.
- ❖ Collaborate with the Strategic Communications Manager to oversee external communications and ensure benefits required by grantors and/or offered in sponsor packages are honored.
- ❖ Work closely with the Graphic Designer and the Website Designer to ensure consistency and up-to-date information, messaging, and visual representation across mediums.
- ❖ Oversee database utilization to ensure timely and accurate recording and reporting of gifts, prompt and consistent donor contact, and the confidentiality and privacy of donors.
- ❖ Additional duties as needed.



## THE CANDIDATE

### Qualifications:

- ❖ BA / BS degree – a CFRE or CFRM certification is highly desired, but not required. Additional related professional development and fundraising training, and/or advanced experience in a related field, may be substituted for a degree and/or certification.
- ❖ A minimum of 4 to 5 years of progressive nonprofit fundraising experience and at least three years in a senior position directly overseeing staff. 7+ years of experience is highly desirable.
- ❖ Prior success raising significant funds, building and stewarding strong relationships, and maintaining 7+ figure portfolios.
- ❖ Demonstrated experience managing a high-performing development team.
- ❖ A belief in OHF's mission. An understanding of, or experience with, the U.S. Military, and especially Special Operations Forces, is a plus.
- ❖ Top-tier program management skills.
- ❖ Ability to multi-task, establish priorities within competing requirements, and meet simultaneous deadlines without diminishing work quality.
- ❖ Exceptional communications and team leadership expertise.
- ❖ Ability to make decisions independently, combined with an ability to work collaboratively.
- ❖ Willingness and ability to travel across the United States and work occasional weekends and evenings.
- ❖ Established proficiency in Donor Relations software platforms (Salesforce), Microsoft Office, Google Suite Applications, and virtual conferencing platforms.
- ❖ Access to reliable transportation.
- ❖ Successful completion of a background check.



# OPERATION HEALING FORCES

Creating Bonds That Cure



5100 WEST KENNEDY BLVD, SUITE 100 | TAMPA, FL 33609 | (727) 631-9713

## Applications:

Please submit your application to:

<https://driwaterstonehc.com/position/director-of-development-ohf>

**Salary Range:** \$120K to \$140K

**Location:** Tampa, Florida. Currently, this position is eligible to conditionally operate on a hybrid schedule with Monday and Friday designated remote workdays, and Tuesday–Thursday as in-office days. The hybrid work schedule is subject to change. Some travel is required.

**Travel Requirement:** Approximately 30%

### Equal Opportunity Employment Statement:

Operation Healing Forces does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment.

### About DRiWaterstone:

DRiWaterstone is a women-founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.



**DRiWaterstone Human Capital**  
1550 Wilson Blvd., Ste. 700 PMB370, Arlington, VA 22209  
703-294-6684 / [www.driwaterstonehc.com](http://www.driwaterstonehc.com)