



*Creating Bonds That Cure*

## **Job Announcement**

**Organization:** Operation Healing Forces

**Position Title:** Corporate and Foundations Relationship Manager

**Reports to:** Director of Development

**Position Type:** Full-time, Exempt.

The role is currently an opt-in hybrid position with three in-office workdays per week.

**Salary Range:** \$58,000 - \$65,000

**Location:** Tampa, Florida

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### **How to Apply**

Interested candidates should review our website at [www.OperationHealingForces.org](http://www.OperationHealingForces.org) to learn about our organization.

If you wish to apply, submit your **resume, cover letter, and writing sample** to Operation Healing Forces' Hiring Committee at [Admin@ophf.org](mailto:Admin@ophf.org) **no later than 6pm EST on Wednesday, January 28, 2026.**

### **Overview**

Building strong relationships is the core of our Mission and our partners are essential components to our ability to support Special Operations Forces (SOF) Service Members and their Families.

Joining the Operation Healing Forces (OHF) team means the opportunity to help transform the lives of our nation's special operations forces heroes and their families. OHF is embarking on an exciting time in the organization's history with the ability to elevate our capacity to new heights as we work to expand our reach, bolster our impact, and elevate our advocacy efforts.

Operation Healing Forces has an experienced, dedicated, and team-oriented staff that is passionate about the mission of supporting those who serve our nation. In addition to excellent job skills, OHF values people who bring a sense of purpose, out-of-the-box thinking, and appreciation for others. We are rooted in our Mission and guided by our Values, which include a Commitment to Diversity, and a Respect for People, Communities, and Cultures.

We are looking for a **Corporate and Foundations Relationship (CFR) Manager** with a nonprofit development background and an understanding of the United States Special Operations Forces active-duty and veteran community to join our team and help grow our portfolio of corporate, foundation, government, and community partners in order to elevate our mission of supporting SOF service members and their families, while advancing our vision of Creating Bonds That Cure.

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## **Position Summary**

The **Corporate and Foundation Relationship (CFR) Manager** is responsible for managing effective multi-year strategies for the cultivation and solicitation of grant and gift prospects, including corporate, foundation, institutional, and/or government donors and grantors.

In addition to building philanthropic support, the CFR Manager will engage businesses, foundations, and varied organizations to enhance understanding of the U.S. Special Operations Forces community and the physical, mental, emotional, and financial impacts that are often a result of their service to our nation.

The CFR Manager will help advance OHF's interests by identifying sources of support – proactively seeking opportunities to connect donors' interests to our mission through research, active communications, meaningful connection opportunities, grant and LOI writing, creative sponsorships, and other fundraising strategies. The CFR Manager will build powerful partnerships for the organization's therapeutic couples and therapeutic caregiver retreats, immediate needs program, and special operations additional resource (SOAR) programs through the cultivation of new relationships and attentive stewardship of existing ones.

This team member will demonstrate an understanding of the complex principles of developing donor strategies and will lean into that understanding in order to sustain and build strong relationships with a portfolio of new and current corporate and foundation donors and prospects. The CFR Manager will have grant writing expertise and knowledge of charitable giving sources, particularly corporate foundations, private foundations, community foundations, government grants, Donor Advised Funds, and industry partners. The CFR Manager will advance OHF's case for support through thought partnership, sponsorships, marketing engagements, and other collaborations.

The CFR Manager will understand organizational budgets and be proficient at utilizing this knowledge to build detailed proposals. This team member will utilize excellent writing skills to craft persuasive letters of intent, and proposals. They will manage corporate and foundation donor recognition plans,

stewardship efforts, and grant reporting requirements. The CFR Manager will utilize research databases, corporate sources, news sources, professional networks, and other means to identify new corporate and foundation prospects for mission priorities. The CFR Manager will be required to utilize OHF's donor databases and CRM program to record prospecting and cultivating strategies, as well as communications, acknowledgements, and stewardship notifications in a timely manner.

A strong candidate will be self-motivated, have a minimum of four years of experience in organizational fundraising and grant writing, be an excellent communicator, highly organized, have the ability to travel for work purposes, and be adept at working with deadlines and competing priorities. The ideal candidate will also possess an understanding of the challenges facing special operations forces service members and their families.

## **Responsibilities**

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Identify corporate, foundation, government, and community prospects and conduct research to determine interest and partnership and funding potential.
- Build relationships with business, community, and foundation leaders to elevate awareness and excitement about OHF's mission, identify areas of opportunity, and build trust to engage in long-term impact-centered, mutually rewarding partnerships.
- Manage an efficient calendar of grants and activities including due dates, acquisition, renewal, stewardship, recognition, and annual recaps of corporate, foundation, and government partner and grant programs – ensuring that all requirements are met by deadline dates.
- Collaborate with the organizational leadership team and staff to create and execute an annual development plan, including developing goals, tracking progress, and assessing effectiveness.
- Execute ambitious growth plans to raise significant funding from existing and new corporate partners, private and institutional foundations, as well as city, state, and federal agencies.
- Manage cultivation and solicitation multi-year strategies for corporate & foundation sponsorships and grants, including the writing of compelling letters of interest, cases for support, grant and sponsorship proposals, and impact reports.
- Craft clear, compelling communication for letters of interest, grant, sponsorship, and other funding proposals, reports, and correspondence.
- Provide updates and content for development communications, including newsletters, social media, annual reports, giving campaigns, presentations, and other materials.
- Collaborate with OHF's administrative, resources, and programs teams to ensure viability, sustainability, and effective stewardship of grants and sponsorships.
- Actively engage in regular donor and prospect verbal and written communication, cultivation, and direct solicitation in accordance with specific metrics, key performance indicators, and goals.

- Remain informed on legal and accounting requirements as they relate to corporate, foundation, and government giving and grant-making regulations and best practices.
- Work with staff and volunteers to implement successful fundraising and donor appreciation events, to include garnering corporate sponsorships for the events.
- Travel when necessary for the purpose of effective, coordinated, and efficient cultivation, solicitation, and stewardship of grant and sponsor relations, as well as events and professional development opportunities.
- Support the Development Team with major donor and stakeholder research and outreach, and with data collection and reporting for meetings, presentations, and publications.

## **Who You Are**

- **Exceptional Communicator** - You are direct and concise. You speak and write clearly, eloquently, and in a compelling manner, providing others with an understanding of the 'Why' behind OHF's Mission and Vision. You confidently share the value of supporting the SOF military community and the effectiveness of OHF's programs to provide lasting positive impacts for SOF service members and their families.
- **Collaborative** - You understand that the best way to meet and exceed goals is through outstanding teamwork. You have experience working with cross-departmental teams in order to craft accurate, sustainable, and complex proposals. You excel at building professional networks at multiple levels that drive mission awareness and support. You offer assistance to teammates and don't shy away from asking for it in return when needed.
- **Experienced** - You are an effective grant and proposal writer with deep knowledge of what partners look for in an excellent grant and/or sponsorship proposal and know how to identify mutually beneficial intersection points to build lasting relationships. You have brought in multiple six-figure grants and have experience with CRM databases which you utilize to help inform your strategy, document your data, and report your progress.
- **Goal-oriented** - You are not afraid to set ambitious goals and create thoughtful plans to achieve them. You get excited about crossing goals off your list and setting new ones. You understand that goals go hand-in-hand with key performance indicators.
- **Detail-oriented** - You ensure that your work sets the standard for excellence and represents the Operation Healing Forces team and those we serve in the best light possible. You are highly organized and able to focus on the details as you look at the big picture. You maintain accurate records and provide precise accountings of data points.
- **Flexible** - You are comfortable navigating ambiguity, pushing for what you need when necessary, and working through competing priorities.
- **Passionate** - You care about the well-being of our nation's military heroes and their families and want to help build capacity and sustainability for programs which support their well-being. You have a strong sense of purpose and want to come to work and feel inspired every day by those your work supports.

## **Preferred Qualifications**

- Bachelor's degree; or equivalent training and/or experience; or equivalent combination of education and experience.
- A minimum of four years spent as a professional nonprofit fundraiser with experience in organizational portfolio management, donor research and cultivation, grant writing, sponsorship creation, donor stewardship.
- Previous experience raising corporate donations and working with corporate social responsibility teams is highly desirable.
- An established track record of securing restricted and unrestricted grant funding and sponsorships.
- Experience with CRM/fundraising software platforms and online donor research and grant-making tools. Experience with Salesforce is a plus.
- Strong organizational skills and detail-orientation, including an ability to develop and manage complex systems for tracking, evaluating, and planning.
- Ability to work on occasional evenings and weekends.
- Ability to travel occasionally when required for donor cultivation/stewardship, and some events.
- Excellent writing, storytelling, and social skills, with an ability to adjust tone and style as needed with attention to audience, accuracy, framing, and messaging.
- Physical demands are minimal and typical of similar jobs in comparable organizations.
- Able to work in a fast-paced, multi-tasked environment as a collaborative member of a dynamic team.
- Exceptional organizational and time management skills are required. Must have the ability to meet designated deadlines consistently.
- Ability to project, manage, and obtain quarterly and annual development goals.
- Ability to learn new computer programs within a reasonable amount of time and utilize these programs to support the organization's administrative, reporting, program, and donor and public relation needs.
- Familiarity with and ability to utilize online virtual meeting platforms such as Zoom, Microsoft Teams, and Google Meet.

## **Equal Employment Opportunity Statement**

- It is a fundamental policy of Operation Healing Forces not to discriminate on the basis of race, color, religion, sex, national origin, age, handicap or disability, genetic information, citizenship, veteran or military status, or any other protected classification under state law with respect to recruitment, compensation, benefits, transfers, layoffs, hiring, training, promotions, terminations and disciplinary actions, and other terms and conditions of employment.
- It is the policy of the Organization to apply all these policies equally and to base employment decisions solely upon an individual's qualifications relating to the requirements of the position for which the individual is being considered.

### **Compensation**

- This is a full-time, salaried, exempt position with flexibility and benefits. Competitive compensation will depend on experience and proficiency level.

### **Acknowledgement**

- This job announcement is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job, nor does it establish a contract of employment.