

ORGANIZATION: myFace
POSITION: Executive Director
REPORTS TO: Board of Directors
LOCATION: New York, NY
WEBSITE: www.myface.org
TO APPLY: Please send resume and cover letter to myFaceED@pbrsearch.com.

BACKGROUND

Founded over 65 years ago to transform the lives of patients and families dealing with facial differences, [myFace](http://www.myface.org) is the model for comprehensive, multi-faceted craniofacial patient and family care.

In partnership with [NYU Langone Medical Center](http://www.nyu.edu), myFace provides patients and their families with access to a team of specialists and specialty services that are not typically covered by insurance – including a social worker, a clinical psychologist, a geneticist, a pediatric nurse practitioner, a speech pathologist, a nutritionist, and a family program coordinator – all of whom work in tandem with NYU surgeons to provide comprehensive care. In addition, myFace provides essential supplemental support, including financial stipends, housing, travel vouchers, social activities, and a variety of support groups. Operating with a budget of approximately \$3.5M, an endowment of \$20M, and a current staff of five, myFace transforms the lives of those living with craniofacial differences. No other program like it exists anywhere else in the country.

POSITION

myFace seeks a dynamic executive director to partner with the board, staff, and NYU Langone to develop and execute the strategy for the organization's future. The executive director will be the primary face and voice for the organization, the leader in developing meaningful funding relationships, and the creative force charged with leading myFace to a vibrant, sustainable, and impactful future.

Management

- Lead, manage, and inspire the staff, ensuring their approach to work is strategic, urgent, and focused.
- Be a player/coach with a positive and accessible presence.
- Set high standards for professionalism, work product, and collegiality, and hold staff accountable for maintaining them.
- Be responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.

Fundraising

- Lead the team to meet an annual fundraising goal of up to \$4M. Cultivate relationships from a variety of sources, including individuals, foundations, and corporations.
- Grow current donor base and expand annual fundraising efforts with a goal of broadening the base of support while also building a more robust major gift program.
- Oversee stewardship efforts to ensure that all donors are well-informed, acknowledged in meaningful ways, and appreciated in an appropriate manner throughout the year.
- Oversee the effective execution of three to four annual events, including a gala, a run/walk, a luncheon, and a friend-raising talent show, and others as appropriate.
- Actively engage and energize volunteers, board members, event committees, and donors to help achieve fundraising goals.

Communications

- Be the face and voice of myFace, effectively communicating the key role the organization plays in the lives of patients and their families and in enabling NYU to provide comprehensive care.
- Develop more effective marketing and communications platforms to better publicize myFace's work and unique relationship with NYU with a goal of engaging more volunteers and donors in the organization.
- Develop and strengthen a productive and impactful partnership with the chair of NYU's Department of Plastic Surgery and the NYU Langone development department.
- Engage staff, board, NYU partners, and outside stakeholders with compelling written and verbal communications.

Board Management

- Grow and develop the board as needed to meet to-be-established goals for diversification, fundraising, and overall engagement.
- Partner with and support the board of directors so they are increasingly connected to the organization and understand the value and impact that their contributions of time, talent, and money have on the organization and patients' lives.
- Work with board members to determine how they would like to connect with the organization and ensure they have the support, training, and follow-up to be effective in their chosen roles.
- Report to the board regularly on progress against goals, ensuring that data is accurate and reflective of the organization's financial and programmatic position in real time.

REQUIRED QUALIFICATIONS

- Passion for myFace's mission and deep compassion for the challenges that patients and families must confront and overcome as they navigate the path to better health both internally and externally.
- Sophisticated personal presence, superior interpersonal skills, and a high level of emotional intelligence, with a proven ability to successfully engage with a variety of stakeholders.
- Strong written and verbal communication skills and a persuasive communication style.
- A track record of success soliciting, negotiating, and closing six- and seven-figure gifts from individuals and foundations.
- Integrity, a positive attitude, and a self-directed and entrepreneurial work style.
- Ability to think and act strategically; a high-level comfort with complexity and nuance.
- Sound understanding of development best practices, including team member roles and responsibilities, as well as the systems and procedures required to support successful annual giving and major donor efforts.
- Experience with strategic and annual planning, project management, and process improvement efforts.
- Ability to effectively develop and lead a goal-oriented staff.
- Bachelor's degree required; advanced degree or equivalent record of continuing professional development preferred.

myFace is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies and other college-administered programs. In addition, myFace will provide reasonable accommodations for qualified individuals with disabilities.