

my:Face

Director of Development

we are my:Face



ORGANIZATION: myFace
POSITION: Director of Development
REPORTS TO: Executive Director
LOCATION: New York, NY; hybrid
INFORMATION: myface.org
TO APPLY: Please send cover letter and resume as one PDF to myfaceDoD@pbrsearch.com with title format “Last Name First Name – Letter Resume” and complete the Voluntary Self Identification [form](#). This will assist us in improving our hiring practices and ensuring equal opportunities. Participation is voluntary and will not affect your candidacy in any way.

BACKGROUND

Founded over 75 years ago to transform the lives of patients and families affected by facial differences, [myFace](#) is the model for comprehensive, multi-faceted craniofacial patient and family care. In partnership with select major medical providers in the US, myFace supports patients and their families through programs focused on newborn care and psychosocial wellbeing, such as [tinyFaces](#), [The Wonder Project](#), and myFace Brotherhood. Additionally, myFace makes grants to medical institutions to provide holistic care to patients, and offers financial stipends, housing, travel vouchers, social activities, and a variety of support groups. With a budget of ~\$3M and a current staff of eight, there is no other organization like myFace in the country.

POSITION

The director of development (DoD) is a key member of the senior leadership team and leads myFace’s fundraising efforts. Working in partnership with the executive director and board of directors, the DoD will develop and implement myFace’s overall fundraising strategy, strengthening and expanding support from all revenue sources, driving long-term financial sustainability, and fostering a culture of philanthropy across the organization. In addition, the DoD will develop the fundraising structure and staffing, set and hold the team accountable for reaching clear goals, and build a resilient, sustainable, integrated development function.

The ideal candidate is a dynamic frontline fundraiser with a proven track record of securing major gifts from individuals, foundations, and corporations; an experienced team leader with the ability to build a strong and sustainable development department; and an expert communicator who can engage the board and a diverse group of stakeholders in myFace’s work.

RESPONSIBILITIES

Strategic Fundraising

- Develop and implement a goal-centric fundraising plan that leads to increased giving and ensures long-term financial sustainability.
- Establish performance metrics and ambitious annual revenue goals for the development department and ensure the team has the tools and training they need to meet them.
- Encourage cross-departmental collaboration, ensuring alignment between development, programs, communications, events, and operations to maximize fundraising success.

Board and Donor Engagement

- Serve as a key ambassador for myFace; build and maintain high-touch relationships with the board, existing and prospective donors, and other partners.
- Working closely with the ED, manage a portfolio of high-value prospects and relationships to cultivate, solicit, and close contributions.
- Provide support to board members to increase their understanding of and engagement in fundraising.
- Attend evening/weekend programs as needed to engage with current and prospective donors.

Team Leadership and Operations

- Lead and inspire a team of four development professionals, ensuring their activities are aligned with overall departmental and organizational goals.
- Evolve the department's structure and ways of working as needed to reach ambitious goals.
- Intentionally build the skills and abilities of the development team.
- Ensure the proper technology, systems, and processes are in place to support development staff and activities.

QUALIFICATIONS

Experience

- A track record of fundraising experience and demonstrated success building a fundraising program
- Proven experience successfully leading development teams raising funds from a variety of sources
- Experience building out the systems and structures that support effective fundraising, including digital fundraising platforms
- Experience personally securing transformative major gifts

Personal Attributes

- A natural relationship-builder who can galvanize board members, donors, and staff around myFace's mission and fundraising goals
- A goal-oriented, can-do attitude, with a commitment to developing and mentoring teams, building a culture of trust, collaboration, and high performance
- Strategic thinker with strong development operations experience, ensuring best-in-class systems and long-term fundraising sustainability
- A creative approach to problem-solving and an entrepreneurial and strategic mindset, with the skills and experience necessary to build upon existing systems and create new ones as needed to broaden and improve the development function
- A strong commitment to furthering diversity, equity, inclusion, and belonging in all forms
- Superior interpersonal skills and a high level of self-awareness, with a proven ability to successfully engage with a variety of audiences
- Committed to myFace's vision and mission, with deep compassion for the challenges that patients and families must confront and overcome as they navigate the path to better physical and emotional health

COMPENSATION

- Anticipated salary is \$190K – \$250K, commensurate with qualifications and experience
- Attractive, competitive benefits package including paid time off, paid sick leave, 401(k), and transportation commuter benefits

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, myFace encourages you to apply.

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. myFace will provide reasonable accommodations for qualified individuals with disabilities.