

**Myotonic Dystrophy Foundation  
Manager of Institutional Advancement**

*Oakland, CA – February 2022*

### **The Opportunity**

The team at the Myotonic Dystrophy Foundation (MDF; [www.myotonic.org](http://www.myotonic.org)) invites you to help change the future of a rare disease: myotonic dystrophy (DM). We are looking for a dynamic and experienced development professional who can build a robust giving program with room for expansion and growth. Considered the most variable disease in medicine, DM is the most common form of the muscular dystrophies with no treatment or cure yet discovered. With the support of our dedicated and active Board of Directors and our world renown Scientific Advisory Committee, MDF's staff works to ensure the DM ecosystem comes together to advance DM care and research. With the implementation of a new strategic plan in 2022, this is an opportunity to play a key leadership role to drive mission critical initiatives.

With a successful annual gala generating an average of \$1,000,000 each of the last three years, a phenomenal annual conference for nearly 700 families, researchers and industry professionals, as well as the launch of a collaborative network of DM-focused organizations around the world, the Manager of Institutional Advancement enters the organization during a time of strength and growth.

Launched in 2007 by a deeply committed Board of Directors, the Myotonic Dystrophy Foundation works to accelerate research efforts focused on the search for treatments and a cure for DM and enhancing the quality of life of people living with the disease. The organization has a track record of incredible success in growing the drug development pipeline, research, advocacy, patient care, and fundraising. MDF's office is based in Oakland's beautiful Preservation Park.

### **Key Responsibilities**

The Manager of Institutional Advancement is responsible for the leadership and administration of fundraising for the organization's important work. MDF has a ten-year track record of successfully raising its annual strategic operating budget to support the organization's ambitious and critical work. The current annual fundraising goal is approximately \$2 million, the majority of which is raised from committed individual donors and the gala. Some funds are raised from corporate and foundation sources who seek to partner to eradicate this disease. Key responsibilities of the role include but are not limited to:

- Leadership and administration. Provide strategic and creative leadership and for the development department and the organization's fundraising goals. Design and implement annual fundraising plan, administering the primary development activities for the organization, while partnering closely with staff and Board.
- Donor identification and cultivation. Seek new individual donors and develop a strong stewardship program to maintain/build relationships with current and past donors both personally and as part of an organizational effort.
- Internal collaboration. Work collaboratively across the organization on joint fundraising efforts. Collaborate with the CEO on individual donor solicitations. Work with the Board to maximize their ability to support development efforts.
- Administration. Oversee and administer all development operations. With assistance from support staff, maintain donor services database, including processing, acknowledgement, accounting and regulatory requirements of all contributions. Explore and utilize opportunities to use technology and innovative fundraising tools to increase revenue and enhance the overall donor experience.
- Gala fundraiser. Plan and oversee the organization's gala fundraiser, in collaboration with the extremely active and successful Gala committee chairs and volunteers.
- Diversify Funding Streams. Work to improve diversification of MDF's funding streams by identifying and pursuing new and sustainable revenue sources.
- External ambassador. Serve as a knowledgeable and passionate external ambassador representing the organization's important work to various stakeholders.
- Knowledge about DM. Gain and maintain knowledge about MDF's strategic priorities and accomplishments, and stay current on trends and information in MD research, advocacy and education. No prior knowledge of DM or rare disease is necessary.

## Qualifications

- Substantive broad experience in fundraising/development, with at least three years at a management or senior level in a non-profit setting.
- Proven track record of fundraising success with individual donors. Familiarity with seeking funds from corporations and foundations.
- Demonstrated successful experience in partnering and working closely with senior leadership, influential volunteers and a board of directors.

- Ability to represent the Foundation to external audiences through the use of strong verbal and written communication skills.
- Is both proactive and operational; can initiate new ideas/relationships while keeping pace with a fast moving organization.
- Strong interpersonal skills, compassion, empathy, self-confidence, diplomacy, teamwork, good judgment, and respect for confidentiality.
- Demonstrated familiarity with cultivating, soliciting and stewarding prospects and donors.
- Excellent attention to detail.
- Self-starter, able to work independently.
- Familiarity and comfort processing gifts and using fundraising software, especially Salesforce and Network for Good. Salesforce experience preferred.
- Proficient in Microsoft Office products, especially Word, Excel, and PowerPoint.
- Willingness to travel outside the office (when it is safe, of course), occasional evening and weekend work, and to adjust to other needs of the department.
- Preferred experience with health non-profits or rare diseases.
- Grant writing and social media experience preferred.

### **Compensation and Benefits**

The Foundation offers a salary range of \$85,000-\$105,000 annually and an excellent benefits package that includes PTO, medical, dental, vision, and a 401(k) partial matching program.

### **Application Process**

Interested and qualified candidates are encouraged to apply by sending: 1) a cover letter and 2) resume to [Tanya.Stevenson@myotonic.org](mailto:Tanya.Stevenson@myotonic.org). All correspondence will remain confidential. Applications without a cover letter will not be considered.