



The Opportunity

Myotonic dystrophy (DM) is the most common form of the muscular dystrophies. According to leading researchers' estimates, as many as 1 in every 2,100 people globally are living with DM, most undiagnosed. Myotonic dystrophy is a highly variable, multi-systemic genetic disorder for which no therapy or cure currently exists.

Launched in 2007 by a deeply committed Board of Directors, the Myotonic Dystrophy Foundation ([MDF; www.myotonic.org](http://www.myotonic.org)) is a small, nimble and entrepreneurial organization devoted to accelerating 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 has a passionate staff and is based in Oakland's beautiful Preservation Park.

Key Responsibilities

The Development Manager 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 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 development activities for the organization, while partnering closely with staff and Board.
- Donor identification and cultivation. Seek new individual donors and maintain/build relationships with current and past donors both personally and as part of an organizational effort.



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- 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. 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 Gala committee chairs and volunteers.
- 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 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.



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- 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 required.
- Proficient in Microsoft Office products, especially Word, Excel, and Powerpoint.
- Willingness to travel outside the office (after the pandemic ends, 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-\$95,000 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. All correspondence will remain confidential. Applicants without Salesforce experience will not be considered.