



The First Source for Nonprofit Leaders SINCE 1963

my:Face

Position Guide

Executive Director

www.myface.org



POSITION: Executive Director

REPORTS TO: Board of Trustees

LOCATION: New York, New York

MISSION

myFace is dedicated to transforming the lives of patients with facial disfigurement. With a special focus on children and their families, myFace funds medical, surgical, dental and psychosocial services as well as research and public awareness.

WHAT IS MYFACE?

Each year, approximately 250,000 children are born in the United States with craniofacial conditions. The faces of another 100,000 individuals are disfigured through accident or disease. myFace, formerly the National Foundation for Facial Reconstruction (NFFR), was founded in 1951 and is a nonprofit organization addressing the all-too-visible plight of those with facial differences by assuring them access to comprehensive and highly personalized team care. myFace is guided by three principles: Care, Compassion, and Community.



CARE

myFace is the Global Model for Craniofacial Care and Treatment. With a special focus on children and their families, myFace funds medical, surgical, dental and psychosocial services as well as research and public awareness.



COMPASSION

myFace is dedicated to transforming the lives of patients living with craniofacial conditions. We strive to educate others on the importance of empathy, celebrating uniqueness and always choosing to be kind.



COMMUNITY

myFace recognizes the critical need for family support groups designed to provide much needed guidance for our patients, siblings and their parents. The Newman Center addresses all of the psycho-social needs of our patients and their families.

myFace funds the myFace Center at the [Hansjörg Wyss Department of Plastic Surgery](#) at NYU Langone Medical Center. The myFace Center provides integrative, highly specialized and personalized team care to all those who request treatment, regardless of

the type or severity of the craniofacial deformity, the length of treatment, or the family's ability to afford care.

Founded in 1955 with the support of myFace, the myFace Center at the Hansjörg Wyss Department of Plastic Surgery is housed in a state-of-the-art facility that contains 15 Centers of Excellence, faculty clinical offices and full-service outpatient operating rooms. Every member of the attending staff holds NYU School of Medicine academic appointments. The Department also conducts one of the largest plastic surgery educational programs in the world, and its research program has made major contributions in the areas of transplantation, wound healing, craniofacial biology, computer graphics and distraction osteogenesis.

In addition to its support of the myFace Center, myFace also established and maintains [The Newman Family Support Center](#), the most comprehensive psychosocial team in any U.S. craniofacial center. The team at Newman includes a Senior Social Worker, Clinical Psychologist, Geneticist, Pediatric Nurse Practitioner, Speech Pathologist and Physiologist, Nutritionist, and Family Program Coordinator. The team provides counseling for genetic, psychiatric, behavioral, social, pre-natal and post-natal, speech, mentoring, resources and medical issues.

Over the past two decades, myFace and the pioneers at the Department have partnered with BioDigital to create CIVA Pro, a craniofacial surgical simulator. CIVA Pro is designed to educate reconstructive surgeons, fellows and residents by explaining the ten most common craniofacial surgical procedures. Following the success of CIVA Pro, myFace launched [CIVA](#) to offer interactive technology to patients and families. myFace's Craniofacial Interactive Virtual Assistant serves to educate patients/families and to relieve the stress and anxiety surrounding a child's craniofacial surgery. Families can now fully understand the pre-operative, surgical and post-operative stages of their child's procedures.

More recently, myFace created the [Wonder Project](#), a pro-compassion English Language Arts Curriculum based on the R. J. Palacio novel *Wonder*. *Wonder* is the fictional story of Auggie, who, after being home schooled, enters the 5th grade of a regular school. Though he's had 27 surgeries, Auggie's features earn him nicknames "Freak" and "Lizard Face". Despite his physical ailments, Auggie is an engaging boy who's smart, funny, kind and brave, and who feels pretty normal inside.

To support patients outside of New York City, myFace has four attractively furnished family apartments in Kips Bay Towers, across from the Department and the myFace Center and one block away from NYU Langone Medical Center. myFace has a 23 member [Board of Trustees](#) who establish policy and procedures and spearhead fundraising activities. myFace has a staff of 7, a current budget of approximately \$4M, and an endowment of \$20M.

THE OPPORTUNITY

Over the years, myFace has grown to develop one of the most comprehensive support systems for children and families dealing with craniofacial differences. myFace, in partnership with the world-class surgeons at NYU Langone Medical Center, have created a unique model of care that seeks to meet the multiple needs of patients and their families as they confront a significant challenge. This approach has built myFace into a

nationally-recognized model that draws patients from throughout the country and the world.

The Executive Director will join myFace at a critical time for the organization. With a new Chair at the Wyss Department of Plastic Surgery and a recently recruited craniofacial surgeon, myFace will have the opportunity to enhance its position and its commitment to serving children and adults in need. The Executive Director will be supported by a strong and dedicated Board of Trustees seeking to engage in a comprehensive discussion on the strategic goals and objectives of myFace that will lead it into the future with the greatest impact.

POSITION SUMMARY

Reporting to the Board of Trustees, the Executive Director is responsible for formulating goals and objectives for myFace, leading comprehensive programs and managing staff. The position leads philanthropic efforts, personally cultivating donors and prospects and soliciting major, principal and planned gifts. The Executive Director is the public face of myFace and a key liaison with the Hansjörg Wyss Department of Plastic Surgery. The Executive Director ensures the effective communication of the organization's mission and develops and implements strategies that increase its impact. A collaborative relationship with the leadership at the Hansjörg Wyss Department of Plastic Surgery is essential.

CANDIDATE PROFILE

We seek a proven leader whose participation and experience has demonstrated an ability to increase and sustain a higher level of philanthropy, awareness and enthusiasm in order to make a difference in the success of an organization. This person will be a strategic thinker with a significant fundraising background and leadership experience raising funds on behalf of a nonprofit institution as well as management and financial expertise leading Board, staff, and volunteers in a strong philanthropic culture.

The person we seek is a self-starter with communication skills, who actively pursues, cultivates and enjoys building and maintaining strong donor relationships and internal alliances. Given the abundant culture of philanthropy in New York, we seek a person who makes people comfortable and is genuine in his or her engagement. This person must be able to engender trust and empathy and relate to donors in a highly professional, honest and caring manner.

Experience working with a wide range of constituents is critical. Experience in healthcare or hospital philanthropy is supportive but not an essential part of one's ability to succeed in this position; the ability and capacity to understand the patient and family experiences as well as the complexities of academic medical centers is important. A keen sense of diplomacy would be a plus.

Success working with board members in creating appropriate avenues for their participation in event planning, organizational development and fundraising is highly preferred. This would include the development of new strategies and tactics for increasing the number of constituents involved in the organization's activities.

We seek an exceptional communicator, in written and spoken word, externally and internally, whose interpersonal skills demonstrate an ability to work in harmony at all

levels, listen to and respect the viewpoints of others, and strive to share with others the credit and recognition of well-done jobs. Good facilitation and organizing skills are critical in working effectively with others in administrative and volunteer roles.

An undergraduate degree from a college or university is required; a graduate degree is preferred. Evidence of continuing education through conferences, seminars and workshops in fundraising techniques would be a plus.

To apply, please send a current resume and letter of introduction to Kittleman & Associates, LLC at <http://www.kittlemansearch.com/myface/>.

For more information about myFace, visit www.myface.org.