

Open Medicine Foundation®
HOPE  Leading Research. Delivering Hope.

Chief Development Officer

Open Medicine Foundation

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Suzanne J. Battit

SENIOR VICE PRESIDENT AND FUNDRAISING PRACTICE MANAGER, PRINCIPAL

617.610.8002

sbattit@developmentguild.com

developmentguild.com

BOSTON | NEW YORK

Open Medicine Foundation seeks a visionary and innovative Chief Development Officer to serve in a key fundraising, marketing, and communications role for the organization.

About Open Medicine Foundation

[Open Medicine Foundation \(OMF\)](#) is a US-based global nonprofit with affiliates in Canada and Australia. OMF envisions improved health care for patients suffering from multisystem chronic complex diseases (msCCD) with collaboration between the patients, clinicians, and researchers, with the bold mission of solving and breaking the cycle of msCCD focusing first on Myalgic Encephalomyelitis / Chronic Fatigue Syndrome (ME/CFS), Long COVID, Post Treatment Lyme Disease, Fibromyalgia, and others with related symptoms.

Core to OMF's mission is financially supporting outcome-directed research at global centers that work openly, urgently, and collaboratively with each other and the broader research community of scientists and clinicians to translate findings into treatments and increase access to knowledgeable clinicians to improve patient care.

OMF is one of the leading global foundations funding research and creating a medical education program for msCCD; they have tremendous collective knowledge and an effective infrastructure in place. OMF's 19 member Scientific Advisory Board is highly credentialed and world renowned, including two Nobel laureates and 6 members of the National Academy of Sciences.

For more information about Open Medicine Foundation, please visit <https://www.omf.ngo/>.



About Philanthropy at Open Medicine Foundation

Since 2012, OMF has raised over \$30 million. Today, OMF raises \$4-5M annually with the goal of growing that to \$20M annually over the next several years to further elevate their impact and address the true scope of the issue.

OMF funds six collaborative research centers housed at Harvard, Stanford, Uppsala University in Sweden, CHU Sainte Justine/Montreal University in Canada, and the Melbourne ME/CFS Collaboration in Australia as well as a Cross Center Computational Data Center.

Currently, the majority of the funding comes from individual people affected by msCCD, presenting a significant opportunity to establish vision for philanthropy, strategic plans for fundraising, marketing and communications, and grow individual giving, specifically major gifts.

About the Position

OMF seeks a visionary and innovative fundraising, marketing and communications executive to join their world-renowned, highly credentialed organization. The new CDO will serve in a key leadership role for the organization, and will be responsible for the planning, continuing development, and implementation of OMF's marketing, communications, fundraising, and major gift strategies to increase revenues to accelerate OMF's mission.

The CDO will report to the Chief Executive Officer (CEO) and will serve in a key leadership role within the organization, working closely with the COO/CFO, and acting as a collaborative partner to both the CEO and COO/CFO to scale the organization. The CDO will do this through a diverse mix of marketing, communications, and fundraising strategies using the full range of traditional and digital tools available.

Further, the CDO sets the organization's strategic fundraising and branding agenda to achieve and exceed its revenue goals through the solicitation of individual, corporate and foundation support. To achieve this, the CDO must be able to have a broad vision for how all areas of responsibility tie together, contribute to the successful growth of the organization, adapt newly created strategic and fundraising plans for all areas of responsibility, translate those plans into tactical steps for execution, and recommend innovative and practical policy positions for all areas of responsibility.



Key Responsibilities

Strategic Planning & Leadership

- Advance and execute the newly developed annual comprehensive and strategic plan for marketing, communications, and development, with targeted goals, objectives, tactics, quantifiable outcomes, and timelines, in collaboration with the CEO and the COO/CFO.
- Develop and execute a strong plan that ensures the continuous growth of the organization through various methods, including donors from all categories (individuals, foundations, corporate philanthropies, etc.), donor retention and stewardship.
- Develop and execute a comprehensive marketing plan that includes an overall brand strategy as well as a communications and marketing plan to build that brand.
- Advance the existing social media plan to ensure a strong social media presence and calendar to maintain positive patient communication with goals, review, and report of monthly analytics.
- Grow positive awareness of the organization and strengthen its reputation with donors, patients, funders, and the communities it serves.
- Advance and manage the production and distribution of quality ancillary materials that support development and marketing goals, including the preparation of speaking points, presentations, and other materials for the CEO, and self, as needed.
- Ensure consistency in branding and messaging across all mediums and platforms.

Budgeting, Revenue Targets, and Expense Management

- Develop and monitor a realistic annual fund budget with reasonable revenue and expense projections, in partnership with the COO/CFO and CEO.
- Lead budget and expense management.
- Work with the COO/CFO to ensure expenses are managed appropriately.
- Oversee the management, tracking, and reporting of all areas of responsibility to ensure targets are being hit, growth is being achieved, and Treasurer has necessary data to provide accountants and auditors.

- Report performance metrics to the CEO and Board in a meaningful way to ensure understanding about organizational performance and to inform key decisions.

Management of Personnel and Third-Party Resources

- Build and manage a team that is able to support and execute the fundraising, marketing and communications strategy.
- Mentor and develop staff using a supportive and collaborative approach on a consistent basis. Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, and conduct regular performance reviews.
- Recruit, manage, and work closely with volunteers as needed, ensuring a broad team and collaborative environment.
- Recruit, manage, and work closely with outside contractors regarding all communications (website development, newsletters, blogs, announcements) and fundraising (grant writing).
- Manage and promote events when appropriate.



Additional Responsibilities

- In conjunction with the CEO, assist with the cultivation of philanthropic funding, in-kind donations, and pro-bono volunteerism, from civic organizations, corporate, foundation and business representatives as well as the OMF Board of Directors.
- Investigate possibilities of program partnerships and strategic alliances that will extend the organization's brand in the community and increase avenues of support.
- Travel as necessary to fulfill duties
- Other duties as needed

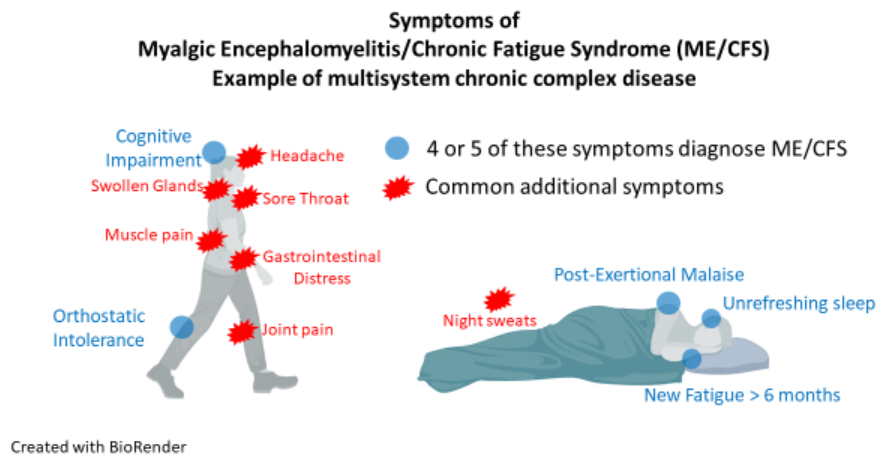
Key Qualifications

- Bachelor's degree and at least 10+ years of senior fundraising experience, particularly in major gift acquisition and marketing experience and/or a business background that is easily translatable.
- Master's degree or Certified Fund-Raising Executive (CFRE) accreditation preferred.
- Demonstrated experience with branding, marketing, and social media strategies.
- Experience partnering directly with leadership.
- Ability to think logically and analytically, create strategies and operationalize the tactics necessary to execute, and think of the organization as a business.
- Financial savvy, budgeting skills and comfort with designing the right set of metrics to measure.
- Excellent verbal and written communication, copy-writing, and proofreading skills.
- Ability to maintain the integrity of confidential communications and activities.
- Comprehensive knowledge of database strategies and systems, segmentation analysis, and data management principles and best practices.
- Understanding of fundraising concepts and how database architecture and management can optimally support fundraising.
- Detail-oriented while seeing the big picture.
- Working mastery of computer programs: Microsoft Word, PowerPoint and Excel, WordPress, design programs, video design and editing, and digital email programs.

- Proficiency with Google Office Suite.
- Willingness to attend trainings as requested.
- Ability to operate effectively in a remote work environment.
- Outgoing, team player, and a passion for OMF’s mission.
- Ability to work independently and proactively towards the achievement of organizational goals.
- Team player with initiative, creativity, responsiveness, and flexibility in assisting others.
- Strong work ethic, adaptability, strong interpersonal and presentation skills.

Additional Credentials of Value

- Experience at another Disease Foundation and/or Medical Research Foundation is preferred.
- Graphic design and website design skills a plus.
- Knowledge of SEO and SEM a plus.



All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

Please email your cover letter and resume in confidence to: OMF@developmentguild.com

For more information, please visit www.developmentguild.com.

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Development Guild DDI

OMF Scientific Advisory Board

An Alliance of Brilliant Scientific Minds

- 19 World-renowned scientists
- 2 Nobel Laureates
- 6 National Academy of Sciences Members

The graphic features a grid of 19 individual portraits of scientists, arranged in four rows (5, 5, 5, and 4 portraits respectively). To the right of the portraits is a blue text box with white text. The background of the entire graphic is a light gray network of interconnected nodes and lines, with some nodes highlighted in blue, yellow, and red.

About Development Guild DDI

For 40 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. Based in Boston and New York, we have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

