



Myotonic Dystrophy FOUNDATION

Myotonic Dystrophy Foundation
Administrative & Operations Manager
Oakland, CA – November 2021

The Opportunity

The Manager is responsible for all aspects of daily administration and operations for a mission-driven, nimble, entrepreneurial non-profit, currently located in Preservation Park in Oakland, CA. Key responsibilities include front-line phone interface and problem-solving, basic accounting, office operations and administrative support related to finance, communications, and fundraising, basic staff and program support. Candidates must have: 1) at least 5 years relevant experience in the nonprofit sector; 2) experience and competence working with MS Office, MailChimp, Salesforce and QuickBooks; and 3) be a positive, problem-solving self-starter with excellent judgment, and comfortable with multi-tasking and a diverse portfolio of responsibilities. The position reports to the CEO and is fulltime.

Organization Background

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 in the United States are living with DM or at risk of passing on the disease to future generations; most are undiagnosed. Myotonic dystrophy is a highly variable, multi-systemic genetic disorder for which no therapy or cure currently exists. However, it is a hopeful time as drug development is advancing!

Launched in 2007 by a deeply committed Board of Directors, the Myotonic Dystrophy Foundation (MDF; www.myotonic.org) is 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.

In the last decade, dramatic and exciting changes have occurred in the research, treatment and drug approval pipeline for rare diseases, including DM. The field of DM is now at a "tipping point" with respect to therapy development, visibility, and global reach. The MDF Board and leadership believe the organization and movement as a whole are poised to benefit tremendously from growing industry interest, additional federal and private research funding, medical advances, and an enormous dedicated

international community of patients, families and friends, donors, researchers and advocates.

Key Responsibilities

The position will be responsible for:

- Office Operations. Oversee office operations (e.g., filing, process mail, order office supplies, marketing materials, postage, equipment, etc.). Handle office and facilities needs (e.g., equipment, information technology, landlord interactions, repairs, telephone and reception services, storage, etc.). Handle organizational scheduling, manage project details and interactions with printers, graphic designers, and consultants. Take the lead on various other operational issues and needs as they arise.
- CEO/Staff Support. Provide executive administrative support to staff and CEO, including scheduling, travel coordination, document preparation, communication and interaction with board members and external stakeholders. Draft business letters and other correspondence as needed. Create and maintain related records.
- Frontline Interface. Respond to general inquiries to the Foundation by phone, mail, email and in-person, including referring constituents and community members who call with questions, issues, etc., to appropriate resources (Program Director, website, etc.) and listening with empathy and attention.
- Communications. Assist as necessary in coordination of email communication to members. Maintain and coordinate all printed material and merchandise. Manage and update electronic MDF employee and Board handbooks and related internal documents.
- Finance. Process full-cycle A/R and A/P using Salesforce and QuickBooks. Work with external accounting team and CEO to assist accountants in reconciling Quickbooks, Salesforce and bank accounts at the end of every month. Provide support in annual budget development and forecasting. Assist with various finance-related work: year-end audit and tax processes, 401k submissions, preparation of Form 990, etc.
- Fundraising Support. Provide administrative support in Salesforce for various aspects of fundraising: digital and check donation processing; gathering of program and fundraising data used in reporting; managing and tracking member records; various report generation; EOY fundraising outreach and appeal by mail and email. Acknowledgments/thank you letters to donor. Interface with outside database consultant as necessary. Provide development office assistance as needed.
- Annual Conference. Assist with annual conference: lead the identification and purchase of collateral; assist with conference-specific special events; manage signage and shipping; staff MDF organization table during event; and work with conference event planner on onsite event coordination.

- Human Resources. Help recruit, assess and process job applications. Handle employee benefit and tax records and other legal requirements, working with benefits brokers and consultants.
- Other tasks may be assigned occasionally, as needed.

Qualifications

- A minimum 5 years of experience and proven success in similar positions with similar responsibilities, preferably in the nonprofit sector.
- Experience and competence working with MS Office and Mailchimp or similar email marketing software.
- Experience and competence using Salesforce and QuickBooks.
- Be a positive, problem-solving self-starter with excellent judgment, comfort with multi-tasking, and a diverse portfolio of responsibilities.
- Excellent communication skills; able to be helpful and empathic when constituents contact the organization.
- Proven success multi-tasking and managing a wide range of organizational projects.
- Prior experience supporting fundraising efforts including donation processing, year-end mailings, and outreach.
- Ability to thrive in dynamic entrepreneurial environment undergoing accelerated growth.
- Be a self-starter able to work well independently.
- Enthusiasm and competency for building relationships with the MDF community (patients, their families, donors, and the professional community of researchers and industry members).
- Awareness of rare diseases and experience working with individuals and families living with disease preferred. Knowledge of myotonic dystrophy not required.
- Experience interacting effectively and professionally with Board members and external stakeholders such as researchers, industry partners, and others.
- Prior event support experience a plus.
- Ability to travel as needed, as the pandemic allows.
- Ability to lift 25 pounds, climb stairs.
- COVID-19 vaccination required. All MDF staff are vaccinated.

Compensation and Benefits

The Foundation offers a salary of between \$70,000 - \$85,000 annually and an excellent benefits package that includes vacation, medical, dental, vision, and a partial 401(k) matching program.

Application Process

Interested and qualified candidates are encouraged to apply by sending a resume and cover letter to Tanya.Stevenson@myotonic.org. Please be sure to include why you are interested in this position at this organization. Applications without a cover letter will not be considered. All correspondence will remain confidential.