FRIENDS OF KAREN

Long Island – New York Metro Regional Director

Position Description and Candidate Qualifications

Friends of Karen provides emotional, financial and advocacy support for children with a life-threatening illness and their families to help keep them strong, functioning and able to cope. This help, provided at no cost to families, can last many months or years. At any one time, 300+ families are receiving support from a team of social workers, child life specialists, and expressive arts therapists. Since its founding in 1978, Friends of Karen has helped 16,700 children and their families. This includes:

- Individualized support and personal advocacy by a team of professionals who provide practical assistance and on-going help throughout a child’s illness;
- Connecting families to other agencies or government programs to ensure they receive all available care and help;
- Sibling support;
- Palliative and bereavement support;
- Financial assistance to qualified families to ease the enormous costs of a devastating diagnosis.

For further information, please visit their web site: www.friendsofkaren.org

POSITION SUMMARY

The Long Island – New York Metro Regional Director will report to Judith Factor, Friends of Karen’s Executive Director, and has responsibility to lead and grow the organization’s presence and fundraising base on Long Island and in the New York metro area. In this role, she/he will work in collaboration with the Executive Director, staff based in all Friends of Karen locations, as well as the Board of Directors, advisory boards and other volunteer committees.

The Regional Director will manage a portfolio of individual gift prospects and donors, as well as research and identify corporate partnership opportunities and strategize how best to work with them. She/he will represent Friends of Karen in the community and serve as the organization’s primary spokesperson on Long Island. Through his/her own efforts and by managing the Long Island office and a small, committed team, the
Regional Director will ensure that annual financial goals for this vital unit of Friends of Karen are attained.

The location of this position is negotiable, with the understanding that travel will be required on Long Island and within the NY metropolitan area.

AN EXCITING OPPORTUNITY

This senior management position provides an excellent opportunity to build on a solid foundation on Long Island and in the Metro NY area, and take an already established, highly regarded program and transform it from good to great, realizing the tremendous potential that exists for growth.

Last year, Friends of Karen raised $3.3 million, of which approximately 45% or $1.494 million came from individual giving. The balance of funding was derived from the organization’s special events and grant solicitations. The COVID-19 crisis forced the cancellation of two special events in March 2020, including the annual Long Island gala rescheduled for March 2021.

Over the last several years, demand for Friends of Karen services has grown as we continue to support families with a greater depth of need. The need to ramp up our fundraising is essential. There are approximately 5,000+ current donors to the organization, many of whom have an ability to increase their giving. The new Regional Director will need to maximize this existing solid base of individual and corporate supporters while at the same time identify and develop new ones.

The Regional Director will also benefit from a close working relationship with a committed fundraising Executive Director who is seeking a partner to work with her to secure increased funding to meet growing demands for Friends of Karen’s many services, and from a talented development team and dedicated staff, engaged Board of Directors, and vibrant Long Island and New York City Advisory Boards.

SPECIFIC RESPONSIBILITIES

- Sustain and grow a solid fundraising base in Nassau, Suffolk, Queens, and Metro NY through contacts with corporations, foundations, grantors, local legislators and individual donors.

- Identify, cultivate, solicit and steward a portfolio of current donors and prospects with an emphasis on tailored development strategies to diversify, upgrade and expand Friends of Karen’s major gift donor base.

- Oversee the management and organization of Long Island-based special events. Collaborate with the Westchester-based development team on agency-wide events in New York City, as well as other fundraising and outreach activities.
• Develop and meet revenue and expense targets established in the annual budget.

• Serve as the spokesperson for Friends of Karen in the Long Island/Queens region and elsewhere as appropriate.

• Guide the organization’s corporate partnership initiatives, providing strategic direction and guidance on relationship building.

• Lead the Long Island and New York City Advisory Boards, growing them to further Friends of Karen’s fundraising and outreach efforts.

• Serve as a key member of Friends of Karen’s Senior Management Team and Development Team, and participate in strategic planning to achieve organizational goals.

• Carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws, including hiring, firing, mentoring and appraising Long Island development and administrative staff members.

• Create and provide regular reports to the Executive Director and Board of Directors on fundraising progress and results.

• Perform other related duties as assigned by the Executive Director.

QUALIFICATIONS

• Bachelor’s degree and a minimum of ten years of professional fundraising experience, with significant senior management experience essential.

• Proven track record in individual major gifts fundraising, with experience in the direct solicitation of high net worth individuals.

• Strong commitment to the mission of Friends of Karen.

• Exceptional communication and facilitative skills, attention to detail, and the ability to build and sustain successful working relationships with donors, business and community leaders, volunteers and staff.

• Experience in nonprofit budget development, implementation, and monitoring.

• Proven ability to manage a staff and nurture their growth.

• Be creative and have an entrepreneurial spirit, a positive attitude, and be a team-player.
• Have well-developed organizational skills, with the ability to balance various tasks, respond calmly under pressure, and set and meet multiple deadlines.

• Have a sense of humor, be self-confident and have high energy.

• Ability to travel in the region and work evenings and weekends, when necessary; must have a valid driver’s license and a car.

• Facility utilizing Raiser’s Edge or competence in the use of other fundraising management software, as well as proficiency in Microsoft Office suite.

Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. Friends of Karen is proud to be an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status or any other status protected under federal, state, or local law.

TO APPLY

Send cover letter and resume or to request further information, please contact:

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