DIRECTOR OF COMMUNICATIONS, OFFICE OF DEVELOPMENT

THE SEARCH

Memorial Sloan-Kettering Cancer Center, one of the world’s premier cancer centers, is the largest private institution devoted to prevention, patient care, research, and education in cancer. The Campaign for Memorial Sloan-Kettering has surpassed its initial goal of raising $2 billion over ten years, more than two years ahead of schedule. Building upon its remarkable fundraising achievements and preeminent reputation for innovation and supreme stewardship, the Office of Development seeks a highly experienced and talented professional to serve as the Director of Communications.

The Director of Communications, Office of Development will play a vital role in the daily and strategic operations of the Office. He or she will work closely with the Director, The Campaign for Memorial Sloan-Kettering to conceive and create large fundraising proposals, which will seek support for diverse initiatives that span the Center’s disciplines in research, education, and patient care.

With development leadership, the Director will have responsibility for supporting the Center’s top administrators and highest level volunteers (including the Center’s President and Board members), physicians, and scientists in fundraising communications. He or she will devise strategies and briefing materials for the President’s meetings with top donors, draft sections of the Center’s Annual Report, and compose correspondence for fundraising-related initiatives and other projects. In support of the Chairman of the Boards of Overseers and Managers, the Director will produce fundraising-related correspondence, acknowledgements, and other letters for the Chairman’s signature. In addition, the Director will regularly prepare materials for presentation at Board meetings, including reports on the status of the Campaign and documents required for Board approval, e.g., endowed chairs established with charitable donations, and named centers, institutes, buildings and other entities created in recognition of signification contributions.

Within the Office of Development, the Director will report to the Director, The Campaign for Memorial Sloan-Kettering and will help to advance the Center’s interests with the ultimate goal of generating substantial commitments from leadership- and principal-gift level donors. Along with helping to develop broad fundraising strategies, he or she will work with the Director to devise approaches to individual donors and prepare all required materials, including formal proposals, gift agreements (sometime drafted in consultation with the Center’s legal counsel), brief descriptions of giving opportunities, various types of correspondence, and donor briefings.

The position has a strong communications component designed to present Memorial Sloan-Kettering in a positive light to an audience consisting of potential donors and the community at large. Accordingly, the Director will play a role in the development and execution of fundraising-related marketing and promotional strategies, including the creation of press releases and promotional materials to publicize important gifts, the opening major facilities, and high-profile fundraising events.

The ideal candidate must have a strong sense of discretion, mature judgment, and the communications skills and organizational ability required to effectively carry out the role’s diverse functions. At the broadest level, the position demands an ability to conceive overarching fundraising strategies and then put them into practice, to process complex technological information, and to translate it into accurate, readily comprehensible language for the non-expert. A doctorate in English is strongly preferred. See pages five through seven for other requirements and application instructions.
As one of the world's premier cancer centers, Memorial Sloan-Kettering Cancer Center is committed to exceptional patient care, leading-edge research, and superb educational programs. The close collaboration between our physicians and scientists is one of our unique strengths, enabling us to provide patients with the best care available today as we work to discover more effective strategies to prevent, control, and ultimately cure cancer in the future. Our education programs train future physicians and scientists, and the knowledge and experience they gain at Memorial Sloan-Kettering has an impact on cancer treatment and the biomedical research agenda around the world.

The melding of research with patient care is at the heart of everything we do. At Sloan-Kettering Institute, state-of-the-art science research flourishes side-by-side with clinical investigation and treatment at Memorial Hospital, the nation's oldest cancer hospital. We are also one of 40 National Cancer Institute-designated Comprehensive Cancer Centers, affirming our leadership in research, patient care, and education.

**Patient Care**
Memorial Sloan-Kettering Cancer Center experts have established standards of care and treatment protocols for each type and stage of cancer. Our physicians have an extraordinary depth and breadth of experience in diagnosing and treating all forms of the disease, from the most common to the very rare. Each year, they treat more than 400 different subtypes of cancer. This level of specialization can have an often-dramatic effect on a patient's chances for a cure or control of their cancer. And while we are known for our advanced, innovative therapies, our physicians are equally well regarded for their compassion and concern.

Our Disease Management Program features 16 multidisciplinary cancer teams. Patients are treated by as many different specialists as are needed for their particular type of disease, including surgeons, medical oncologists, radiation oncologists, radiologists, pathologists, psychiatrists, and nurses.

Our pathologists have unsurpassed expertise in using advanced methods to accurately diagnose cancer. Memorial Sloan-Kettering's surgeons perform more cancer operations than at any other hospital in the nation, and because of their sole focus on cancer can often use surgical techniques that preserve form and function. And our radiation oncologists are developing and putting into clinical practice leading-edge technologies and techniques in radiation therapy. In addition, the Center offers a full range of programs to help patients and families throughout all phases of treatment, including support groups, genetic counseling, help managing cancer pain and symptoms, rehabilitation, integrative medicine services, and assistance in navigating life after treatment.

**Research**
Memorial Sloan-Kettering Cancer Center maintains one of the world's most dynamic programs of cancer research. The extraordinary patient care we provide benefits from our innovative programs in basic, translational, and clinical research. Research at Sloan-Kettering Institute is dedicated to understanding the biology of cancer through programs in cell biology, genetics, biochemistry, molecular biology, structural biology, computational biology, immunology, and therapeutics.
Investigators at Sloan-Kettering Institute collaborate with Memorial Hospital physician-scientists, a partnership that helps speed important research findings from the laboratory to the bedside, in a process known as translational research. Memorial Sloan-Kettering also actively initiates and participates in clinical trials to identify more effective cancer therapies, and our physicians are currently leading more than 400 clinical trials for pediatric and adult cancers.

Established in 2005, the Human Oncology and Pathogenesis Program (HOPP) is a further effort to increase institutional research strength in areas important in contemporary translational research. HOPP is designed to meld even more thoroughly the cultures of basic biologic science and clinical oncology, augmenting the work conducted in the laboratories of Memorial Sloan-Kettering Cancer Center's physician-scientists.

**EDUCATION & TRAINING**

Education is a vital part of Memorial Sloan-Kettering Cancer Center's mission. Our training programs prepare physicians and scientists for careers in the biomedical sciences. Our collaborations with The Rockefeller University, Cornell University, and Weill Medical College of Cornell University offer PhD programs in chemical biology, computational biology and medicine, and the medical sciences. The Center also partners with Weill Medical College and The Rockefeller University to offer a MD/PhD degree for aspiring physician-scientists.

In 2004, the Center established a PhD program in cancer biology through its new Louis V. Gerstner, Jr. Graduate School of Biomedical Sciences. This novel program, which enrolled its first class in 2006, trains basic laboratory scientists to work in research areas directly relevant to cancer and other human diseases.

We also offer postgraduate clinical fellowships to train physicians who seek special expertise in a particular type of cancer and postgraduate research fellowships that provide physicians and scientists with advanced laboratory research training. With faculty appointments at the Weill Medical College of Cornell University, our clinical staff also train residents and medical students.

**FACILITIES**

Along with state-of-the-art facilities for diagnosis, inpatient, and ambulatory care in Manhattan, Memorial Sloan-Kettering Cancer Center has outpatient facilities located throughout the tri-state area.

Memorial Hospital, with 432 beds, is located at 1275 York Avenue, between 67th and 68th Streets on the Upper East Side of Manhattan. The majority of the Center’s outpatients are seen at our Rockefeller Outpatient Pavilion on 53rd Street at Third Avenue in midtown Manhattan. This facility offers medical consultation, diagnostic imaging, chemotherapy, pharmacy services, cancer screening, and integrative medicine services. Outpatient breast cancer services in Manhattan are provided at the Evelyn H. Lauder Breast Center on Second Avenue at 66th Street. Chemotherapy and radiation therapy are offered on an outpatient basis at community-based cancer treatment centers in New Jersey, Long Island, and Westchester County. These regional programs are staffed by Memorial Sloan-Kettering physicians and other Center healthcare professionals.

Memorial Sloan-Kettering is constantly renovating and expanding to meet the growing needs of our patients, physicians, and scientists. A new 23-story research building, The Mortimer B. Zuckerman Research Center (pictured left), has opened across the street from Memorial Hospital. The new building, with more than 300,000 square feet of laboratory space, houses many of our cancer research programs. The Center recently opened The Claire Tow Pediatric Pavilion, with new inpatient and outpatient pediatric facilities now on one contiguous floor. Extensive renovations to Memorial Hospital include the
construction of 21 new surgical suites designed to accommodate the latest technologies. The Sidney Kimmel Center for Prostate and Urologic Cancers, which opened in 2002, offers comprehensive care for genitourinary cancers. A new breast and imaging center – on Second Avenue between 65th and 66th Streets – which contains the expanded Evelyn H. Lauder Breast Center (pictured right) opened in the fall 2009.

As the world's oldest and largest private cancer center, Memorial Sloan-Kettering Cancer Center has devoted more than a century to patient care as well as to innovative research, making significant contributions to new and better therapies for the treatment of cancer. We are proud of the progress we have made in the fight against cancer, as well of our extraordinary institution and our staff of more than 10,000 employees. Their dedication, teamwork, and talent make a difference in the lives of our patients today and those we will see in the future.

**President & CEO**

Craig B. Thompson, MD, has been named the new President and Chief Executive Officer of Memorial Sloan-Kettering Cancer Center effective November 2, 2010. Dr. Thompson, 57, a renowned cancer researcher and clinician, has served since 2006 as Director of the Abramson Cancer Center at the University of Pennsylvania and Associate Vice President for Cancer Services of the University of Pennsylvania Health System.

“Craig Thompson is an exemplary physician-scientist, educator, and academic leader. This breadth of expertise will serve MSKCC well as he helps to guide our institution into the next decade,” said Douglas A. Warner III, Chairman of the Boards of Overseers and Managers of Memorial Sloan-Kettering. “He brings to his new role significant contributions to the understanding of the biology of cancer, a strong and committed appreciation for the needs of patients with cancer, and superb executive skills. We are very fortunate to have him as we seek to maintain and enhance the accomplishments of Memorial Sloan-Kettering and move ambitiously into the future.”

As director of the Abramson Cancer Center, Dr. Thompson oversaw the work of several hundred cancer researchers as well as more than 300 full-time physicians and faculty across the University of Pennsylvania Health System involved in cancer prevention, diagnosis, and treatment. During his tenure, his accomplishments included the opening of a new multidisciplinary cancer outpatient facility; the development of the first proton therapy center in the Mid-Atlantic region; and the expansion of Abramson’s translational research effort.

Dr. Thompson attended Dartmouth College and completed his studies at Dartmouth Medical School. He received his MD degree from the University of Pennsylvania in 1977 and completed his residency at Harvard's Peter Bent Brigham Hospital in 1979. Following his residency, he spent two years as a senior resident at Boston University while serving as a medical officer in the US Navy assigned to the Naval Blood Research Laboratory. He spent a total of eight years as a Navy medical officer, including two years at the Naval Blood Research Institute, three years at the National Naval Center/Naval Medical Research Institute, and three years as a clinical research associate at the Fred Hutchinson Cancer Institute.

Dr. Thompson has also had leadership roles at the University of Michigan’s Department of Medicine, and the University of Chicago. In addition, Dr. Thompson was a Howard Hughes Medical Institute (HHMI) investigator and currently serves as chair of the HHMI Medical Advisory Board. In 2003, he was elected to the Institute of Medicine and in 2005 was elected to the National Academy of Sciences. He is also a member of the Board of Directors of the Association of American Cancer Institutes and the American Association for Cancer Research, and is a member of the Lasker Prize Jury. Dr. Thompson has been a member of the advisory boards of several cancer centers including St. Jude Children’s Research Hospital and the University of Texas MD Anderson Cancer Center.
THE CAMPAIGN FOR MEMORIAL SLOAN-KETTERING

The Campaign for Memorial Sloan-Kettering has surpassed its initial goal of raising $2 billion over ten years – and it accomplished this in December 2009, more than two years ahead of schedule.

The Center maintained this strong fundraising performance against the backdrop of the ongoing national economic recession. Cash gifts for the year totaled $234 million, including $50 million raised in December – the largest final-month total in the Center’s history. And, for the first time ever, Memorial Sloan-Kettering received more than one million gifts, including donations from 354,000 new contributors.

Key to sustaining the pace of achievement has been the leadership provided by Campaign Co-Chairs Douglas A. Warner III and Louis V. Gerstner, Jr. In carrying the latest news about ongoing advances and future plans at the Center to supporters at every level, they worked in close collaboration with the MSKCC President, their colleagues on the Board, and a broad cross section of the institution’s scientists and physicians.

IMPORTANT RELATIONSHIPS

The Director of Communications will report to the Director, The Campaign for Memorial Sloan-Kettering. He or she will have responsibility for supporting the Center’s top administrators and highest level volunteers (including the Center’s President, the Chairman of the Boards of Overseers and Managers, and Board members), physicians, and scientists in fundraising communications, as appropriate.

In pursuing his or her key responsibilities, the Director will work with colleagues throughout the Office of Development and other departments, e.g., Office of Legal Counsel, across the Center.

KEY RESPONSIBILITIES

As a member of the Office of Development, the Director of Communications will be expected to contribute broadly to all aspects of the fulfillment of the Office’s mission and goals. MSKCC seeks a highly experienced communications professional with both the capacity and the demonstrated track record to respond effectively to the following challenges:

- Help to advance the Center’s interests with the ultimate goal of generating substantial commitments from leadership- and principal-gift level donors;
- Create strong communications materials designed to present Memorial Sloan-Kettering in a positive light to an audience consisting of potential donors and the community at large;
- With the Director, The Campaign for Memorial Sloan-Kettering, develop broad fundraising strategies and conceive and create large fundraising proposals;
- Strategically and effectively support the Center’s top administrators and highest level volunteers, physicians, and scientists in fundraising communications, as appropriate;
- Devise strategies and briefing materials for the President’s meetings with top donors, draft sections of the Center’s Annual Report, and compose correspondence for fundraising-related initiatives and other projects as needed;
- Produce fundraising-related correspondence, acknowledgements, and other letters in support of the Chairman of the Board;
- Regularly prepare materials for presentation at Board meetings, including reports on the status of the Campaign and documents required for Board approval;
With the Director, devise approaches to individual donors and prepare all required materials, including formal proposals, gift agreements, brief descriptions of giving opportunities, various types of correspondence, and donor briefings;

Assist in the development and execution of fundraising-related marketing and promotional strategies, including the creation of press releases and promotional materials to publicize important gifts, the opening major facilities, and high-profile fundraising events;

Maintain best practices, utilizing clearly defined objectives and transparent methods.

**Ideals Experiences & Qualities**

MSKCC’s Office of Development seeks an experienced Director of Communications with the ability and the demonstrated track record to respond effectively to the opportunities and challenges listed above. The ideal candidate will possess the following experience and attributes:

- Unflinching integrity, a strong sense of discretion, and mature judgment;
- Demonstrated communications skills and organizational ability required to effectively carry out the above-described key responsibilities;
- Proven ability to conceive overarching fundraising strategies and then put them into practice, to process complex technological information, and to translate it into accurate, readily comprehensible language for the non-expert;
- Superb communication skills (both written and oral) combined with intellectual curiosity and dexterity; the ability to solicit, understand, and synthesize complex medical and scientific information; adept at creating and articulating compelling and strategic communications from disparate information and sources;
- Success working within a complex healthcare institution, academic medical center, scientific research organization, or research-intensive institution;
- Stature, experience, and interpersonal skills work effectively with the Center’s leadership, volunteers, physicians, scientists, and staff;
- Collaborative style and flexibility, adapt to changing priorities and refine strategies after feedback, and multi-task to meet deadlines;
- Proactive, results-oriented professional with a diplomatic style;
- Strong personal work ethic and a sense of humor and perspective;
- Commitment to the highest standards of professionalism and best practices;
- Ph.D. in English strongly preferred.

**Compensation**

The compensation and comprehensive benefits package will be competitive and commensurate with the successful candidate’s background and experience.
APPLICATIONS & NOMINATIONS
Confidential applications and nominations should be sent to Freeman Philanthropic Services, LLC at MSKCCADC@glfreeman.com. All applications must include (1) an up-to-date resume, (2) a formal letter of interest expressing the specific aspects and experiences that best prepare the applicant for this role and why MSKCC is a logical continuation of her/his career, and (3) two relevant writing samples.

Equal Employment Opportunity: MSKCC is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply.

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