

The Toy Foundation Executive Director

The Executive Director (ED) is responsible for maintaining and evaluating all aspects of The Toy Foundation's (TTF) operations, programs, administration, relationships, and fundraising/donor practices in a manner that supports, strengthens and advances TTF's mission. The ED brings a collegial and entrepreneurial leadership style to the role with a commitment to and understanding of effective management and philanthropy best practices within a business construct.

The ED reports to the President of The Toy Association and the Chairman of The Toy Foundation Board of Trustees with other important interactions including the Executive Committee and Trustees of The Toy Foundation, and select Association board members as needed to help advance the Foundation. The ED is a respected leader and member of the staff team of The Toy Association. The role also has the extended support of a full communications team, finance and operations team and other departments of the Association as necessary to ensure the TTF's success.

The Toy Foundation:

Based in midtown Manhattan, The Toy Foundation (TTF) is an established 501(c)(3) children's charity operating as a related foundation under the umbrella of The Toy Association (TA), a 501(c)(6) organization. The Toy Foundation mission is to promote play, and provide joy and comfort to children in difficult situations and to be the voice of the North American toy industry highlighting its charitable giving and social responsibility work. The Foundation maintains a staff of three supported by the 46 staff members and resources of the Association who remain committed to the advancement and success of the Foundation.

Established in 1961, and relaunched by The Toy Association in 2003, the Foundation represents the toy industry and maintains efforts to positively impact the lives of children. Through a new signature program conducted in partnership with the National Association of Children's Hospitals and Related Institutes, the Foundation is supporting programs that serve children with severe illness or undergoing complicated medical procedures. Additional programs focus on young people enduring temporary placements in the foster care system, suffering from abuse or neglect, experiencing separation from a first responder or parent serving in the military, or this past year children whose lives have been disrupted by the COVID-19 pandemic. This year the Foundation is also focusing on working with company partners to create a job pipeline into the toy industry for underrepresented populations, one way the Foundation and industry combat inequity and racism.

With the support of the toy and play community and its generous donors, including toy manufacturers, retailers, distributors, and licensors, The Toy Foundation's major toy distribution program, The Toy Bank, has provided \$200 million in toys to 24 million children in need. The organization enjoys an excellent financial standing and sufficient reserves.

Detailed information on the Foundation and its programs may be found at www.toyindustryfoundation.org/

The Toy Association:

Founded in 1916, The Toy Association is the not-for-profit trade association representing all businesses that design, produce, license, and deliver toys and youth entertainment products for kids of all ages. Over 1100 member companies drive the annual \$27 billion U.S. domestic toy market, while the organization has a long history of propelling the health and growth of the toy industry, which has an annual U.S. economic impact of \$97.2 billion. Key initiatives include:

Play – the Association is the industry's voice on the developmental benefits of play, promoting play's positive impact on childhood development to consumers and media through the research-based and proven effective *The Genius of Play* initiative.

Safety -- For more than 40 years as global leaders in toy safety. The Association helped develop the first toy safety standard and remains committed to working with medical experts, government, consumers, and industry on ongoing safety programs and outreach, including PlaySafe.org.

Service – The Association advocates on behalf of members in North America and in markets spanning every continent. Renowned for North American International Toy Fair and Toy Fair Dallas, the Association provides members with programs, products, actionable research, and consumer events.

Philanthropy – The Toy Association supports the FIT Toy Design Program, The Strong Museum and other charities while a lasting commitment to The Toy Foundation brings “millions of smiles to millions of kids” through its programming, delivering grants and toys.

Additional information on The Toy Association may be found at www.toyassociation.org/

Key Aspects of Success

Key Relationships

- Trustees – TTF maintains a Board of Trustees of no fewer than 13 and no more than 21 individuals. The Chairperson is a member of a 5-person Executive Committee that meets monthly via teleconference.
- The ED works closely with these individuals to maintain progress on all programs and key events.
- With the Association President, the ED assesses current programs and identifies new ways to align the Association and Foundation missions as outlined in the Affiliation Agreement and to increase the impact of TTF's philanthropy.
- Staff – TTF currently has one full-time staff position in addition to the Executive Director, a Senior Manager. An additional full-time staff person, a data and development manager will be hired by the new ED.
- With the TTF Chairman, the ED conducts outreach to the many charitable foundations and corporate giving programs across the toy industry to maintain mutually supportive relationships.
- In collaboration with the staff, Chairperson and Trustees the ED conducts a transparent review of all TTF fundraising, grant making functions and programs and operations on an annual basis.
- The ED conducts and participates in regular communications and reporting protocols with TA President, TTF Board Executive Committee, and TA department heads.
- The ED represents TTF at private and public events as needed.

Program Management and Evaluation

The ED is responsible for supervising all ongoing program operations, fundraising programs, future planning, event organization and delivery, evaluating each for best practices and measurable impact. This includes:

- Direct interaction with and organization of the Program Grants Committee and provision of all information necessary for their decision-making process in awarding grants.
- Supervising the TTF staff, working closely and meeting regularly to strengthen programming and streamline processes.
- Maintaining collaborative, productive and positive individual relationships with TTF and Association staff.
- Supporting programs and providing leadership on staff development including identifying and implementing best practices where needed.
- Reviewing services and recommending new initiatives as needs emerge.

- Informing Trustees, TA and staff of program issues, changes, and accomplishments.

Operations Management

The ED is responsible for maintaining efficiency and effectiveness of all internal operations.

- Manage all elements of the infrastructure that supports operations.
- Manage database technology, including delivery of the website.
- Manage all aspects of the annual budget in conjunction with Senior Manager, the CFO and finance team of the Association, and the Trustees.

Fund Development

The ED is responsible for assessing current fundraising practices, procedures, outcomes and reporting activities including:

- Managing email communications and utilization of the constituent database.
- Supervising marketing activities including email and social media marketing.
- Acting as spokesperson in media opportunities conducted in collaboration with the communications team.
- Management of CRM.
- Maintaining relationships with key funding partners and Leadership Circle members.
- Maintaining relationships with in-kind product donation providers and network of charities that receive these donations via TTF, its Toy Bank and other initiatives.

Other

Some single overnight travel will be required, but not extensive.

Qualifications

Leadership

- 5+ years' experience in senior management and direct supervision of employees required.
- Team player with superior interpersonal skills as well as capacity to engage in critical thinking and analysis of programs and service delivery.
- Track record of successful organizational change and/or results-driven institutional advancement.
- Demonstrated commitment to Social Justice, Diversity, Equity, Inclusion and Access
- Proven ability to build and foster internal and external relationships with the goal of new partnerships and building consensus across all levels

- An entrepreneurial leadership style that encourages teamwork, collaboration, staff development, and effective delegation while inspiring and motivating all parties

Fundraising Experience

- A minimum of 5 years' experience of successful fundraising including major donors, grant-writing, and developing corporate partnerships
- Proven experience as a creative fundraiser with the ability to secure revenue and financial support from new and diverse sources
- A history of building and maintaining strong donor and funder relationships
- Experience with cause-related marketing campaigns with demonstrated results

Industry Experience

- Passion for children with a commitment to advancing the mission of The Toy Foundation, the scientifically proven developmental benefits of childhood play, and building understanding of the broad toy industry's deep commitment to philanthropy, ethical production and societal benefit.
- Prior experience working with industry associations and memberships preferably in the area of toys and play
- Knowledge of child development or serving child and family populations
- Prior experience with foundations and grant making preferably in a foundation setting

Nonprofit Management

- Foundation or nonprofit Board management and communications experience
- Prior experience with foundation policies and procedures including compliance
- Experience with events planning and volunteer management
- Strategic planning and execution of mission driven strategy with the ability to measure and track impact with data and KPIs

Fiscal Management

Demonstrated business acumen and experience in developing a sustainable business model with secure and diverse revenue streams

- Demonstrated administrative, financial, and budget management skills

Programming

- History of effective grant making and program planning with the ability to implement strategic vision
- Prior experience with building, developing or expanding programs preferably in the areas of toys and play and children and families

- Appreciation of the role of research and the use of data to inform and support an effective outcome model that measures and communicates the vision, mission, success and impact of the organization
- Experience with developing and launching innovative, new partnerships preferably with Fortune 500 companies

Communications: Internal and External

- Ability to articulate TTF's mission, philosophy and core values effectively to a diverse group of stakeholders
- Credible and persuasive verbal and written communication skills, especially with c-suite level leaders
- Experience as a spokesperson for an industry or cause

Technology

- Familiarity with iMIS and web-based donor management platforms
- Familiarity with social media and web-based communications tools
- Competence with Office productivity tools

Education

- Bachelor's degree required, Masters in Public Administration, Organizational Leadership or related disciplines helpful but not essential

How to Apply

Applicants should reply with a resume and cover letter that references their experience in relation to the qualifications listed in the job description. No phone inquiries will be accepted, all inquiries and resumes should be submitted via email to:

TFSearch2021@gmail.com

The Toy Foundation provides equal opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity affirmative action laws, directives, and regulations of federal, state, and local governing bodies or agencies thereof. TTF does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender, sexual orientation, physical disability, age, or marital status.

Visit The Toy Foundation [website](#) to learn more.