JOB OPENING: Executive Director, Cancer Connection

Cancer Connection, a vital nonprofit cancer support center headquartered in Northampton, MA, is seeking a dynamic, full-time Executive Director. Cancer Connection provides a haven for some 1,100 people across the Pioneer Valley living with cancer and their loved ones can learn how to navigate the complicated cancer journey through education, peer support, integrative therapies and creative programs offered free of charge to strengthen body and spirit. For more information, see our website: [www.cancer-connection.org](http://www.cancer-connection.org/%22%20%5Ct%20%22_blank).

The Position

Under the direction of the Board of Directors, the Executive Director is responsible for representing the interpersonal values of and philosophy guiding Cancer Connection’s programs as well as the overall strategic direction, management, and internal operations of CC, ensuring stability and growth. The Executive Director provides leadership for:
• Preservation of the client-centered culture of Cancer Connection.
• Development, recommendation and implementation of a long-range strategic plan that ensures our continuing mission, values and service through the changing needs of our community.
• Development, recommendation and implementation of an annual operating plan consistent with the objectives and goals established in the strategic plan.
• Development, implementation, and oversight of a comprehensive organizational fundraising plan to meet annual and long-term revenue goals, including: (1) establishing and managing a Board Development Committee; (2) donor cultivation and stewardship, including planned giving; (3) working with, training and coaching select staff, board members and volunteers to solicit donors and to effectively track prospects ; oversight of direct mail, e-solicitations, online giving, special events, and social media donor campaigns; and (4) research, identification and solicitation of potential philanthropic funding sources and income-producing activities consistent with the strategic plan, including supervision of the activities of the Cancer Connection Thrift Shop.
• Oversight of the development of budget and cash flow projections and reporting on revenue activity to the Board of Directors.
• Oversight of all donor record-keeping, including the processing of gifts and acknowledgments and maintenance of profiles on Guide Star and similar search engines.
• Maintenance of the financial stability of CC, working with the Board to ensure control and reporting in accord with state, federal and industry regulations and standards.
• Anticipation of community and organization needs and structuring the organization and programs to meet those needs and to ensure high quality services and ongoing viability.
• Regular evaluation of organizational performance, ensuring that corrective actions are taken when necessary and that future planning is done.
• Direction, organization and coordination of CC staff to achieve organizational goals.
• Effective communication of all policies, programs and objectives internally and externally. Maintenance of a good working relationship with the Board of Directors and committees, encouraging their involvement and carrying out the directives of the Board.
Experience and Skills Desired
• Visionary and strategic leader who will inspire passionate belief in the mission of CC and its philosophy and primary goal of direct service to participants.
• Compassion and respect for the individuals and families served.
• Experience working respectfully and successfully with Board(s) of Directors.
• Demonstrated supervisory experience, team orientation and collaborative management style that combines collegiality and creativity to inspire and motivate others.
• Outstanding verbal and interpersonal communication skills and demonstrated ability to write and speak in public clearly and persuasively.
• Significant hands-on experience managing human services, including demonstrated ability to reason, evaluate, develop and implement plans, policies and procedures, and resolve problems.
• Strong analytical ability, organizational skills, and attention to detail, including aptitude with financial analysis, budgeting, and data management and the ability to oversee the financial health of the organization.
• Demonstrated strategic planning experience.
• Three to five years professional fundraising experience including knowledge of individual donor cultivation strategies, proven success in foundation fundraising, and experience with constituent relationship management systems, revenue budgeting and tracking, and donor stewardship.
• Expertise integrating social media outreach strategies with fundraising campaigns.
• Master’s degree in related field and/or significant and relevant related experience.

Salary will be commensurate with experience.

Application

To apply, email resume and cover letter to search@cancer-connection.org. No phone calls, please. The position is open until filled; however, the initial application review will begin May 18 and Cancer Connection seeks to hire an individual as soon after that date as possible. Please provide contact information for three professional references and at least three writing samples including a grant proposal and related grant report and a solicitation letter describing the work of a previous employer or nonprofit with which you have worked. Qualified applicants will be provided with the job description, strategic plan and vision statement.

Cancer Connection is an Equal Opportunity Employer. We encourage applicants who are diverse by race, color, gender, religion, gender expression, national origin, age, disability, pregnancy, sexual orientation, familial responsibilities, marital status, veteran status, personal appearance, political affiliation, matriculation, or any characteristic that is protected under MA or federal law.