



Are you ready to lead a thriving, purpose-driven organization to expand and evolve its impact?

CancerLINC is a Richmond non-profit that connects cancer patients and their families to life-changing legal, financial, and community resources. With the help of over 200 volunteer professionals, we assist patients and families with issues that arise after a cancer diagnosis. Examples include medical debt, life planning legal documents, employment issues, insurance denials, housing insecurity, community resource support, and more.

We are in search of a new Richmond-based **Executive Director** to build on our unique organization's strong foundation, community reputation, and history of positive outcomes for thousands of Central Virginia families. The Executive Director will partner with an engaged and motivated Board of Directors to write CancerLINC's next chapter.

The **Executive Director** leads, manages, and coordinates the organization in accordance with established policies, goals, and objectives approved by the Board of Directors. The Executive Director is responsible for oversight of all operations and staff. As the hands-on chief administrator, the ideal candidate will possess diverse characteristics, including experience in development/fundraising; human resources management and team leadership; program development and operations; financial management; marketing and public relations; and volunteer management. In addition, this candidate will possess compassion and patience for CancerLINC's clients as they encounter the difficult circumstances that accompany a cancer diagnosis.

Reports to: Board of Directors

Primary Duties and Responsibilities:

The duties and responsibilities of this position span many areas to ensure that the organization operates fully and effectively. Primary areas of focus are included as follows:

Fundraising

- Develops realistic fundraising plans. Meets revenue goals to ensure adequate funds are available to permit the organization to carry out its work.
- Maintains positive, evolving relationships with individual donors, foundations, and corporate funders, and cultivates new philanthropic partners.
- Works with Board members to assist them in achieving their fundraising goals while identifying new donors and fundraising opportunities.

Administration & Human Resources Management

- Oversees all human resource functions including maintenance of job descriptions and personnel policies; staff performance evaluations; hiring; disciplinary actions; and plans for changes in personnel, roles and tasks.
- Encourages staff development, education, and engagement in the mission of the organization.
- Ensures compliance with personnel policies and state and federal regulations on workplaces and employment.
- Works with staff, committees, and the Board to develop and maintain operational goals and policies.
- Oversees the processes involved in volunteer recruitment, engagement, and management.

Program Development & Delivery

- Works with the Board to define the organization's vision, articulates an integrated strategy, and ensures that consistent, timely progress is made toward stated goals.
- Provides leadership in developing program and organizational plans with the Board and staff.
- Collaborates with staff, committees, and the Board to develop program goals and policies.
- Shows creativity and initiative in creating new programs. Maintains and utilizes a working knowledge of significant developments and trends in the field.

Financial Management & Legal Compliance

- Ensures adequate financial controls and accounting.
- Works with the staff, Finance Committee, and the Board to prepare a budget and then ensures operation within that budget.
- Maintains financial records and ensures compliance with regulatory and reporting requirements.
- Executes legal documents appropriately.
- Ensures that funds are disbursed in accordance with contract requirements and donor designations.

Community Relations

- Serves as primary spokesperson for the organization, representing the programs and priorities of the organization to agencies, partners, and the general public.
- Establishes effective working relationships and cooperative arrangements with cancer care providers, organizations, volunteers, and community groups.
- Maintains an open dialogue with clients, service partners, donors, and the community toward improvement of service.

Board of Directors

- Develops positive, effective relationships with individual Board members and the Board as a whole. Maintains open lines of communications to facilitate information sharing and engagement.

- Provides appropriate, adequate, and timely information to the Board to keep it informed of influential factors and the overall status of the organization.
- Engages with the Board in development of the organization's strategic plan and ensures its implementation.
- Serves as a partner to the Board and proactively facilitates the Board's decision-making process.
- Supports the function of the committees and Board. Provides input into their deliberation and participates in the recruitment of potential committee members and Board candidates.

Education and Experience:

Bachelor's degree required. Advanced degree or higher education preferred. Prior Executive Director or administrative experience preferred. Previous experience in fundraising, and managing staff and operations required. Experience in the areas of law, social work, and/or healthcare is preferred.

Compensation & Benefits:

Expected annual salary range: \$85,000 - \$100,000. Robust PTO. Stipend for medical, vision, and dental purposes. (We understand that individual needs and preferences may vary. Therefore, we are open to negotiating benefits to meet the unique requirements of the successful candidate.)

Skills and Competencies:

- Excellent communication skills.
- Experience in public speaking and effective writing skills.
- Commitment to diversity and comfort engaging with groups and individuals of different backgrounds and experiences.
- Patience and the ability to engage in active and empathetic listening.
- Experience in the development of policies, procedures, and strategic plans.
- Understanding of financial reporting, budgets, and operating within financial constraints.
- Experience in fundraising and fund development strategies, including grant writing.
- Technology knowledge and experience, including with Microsoft Office products, constituent relationship management (CRMs) data systems, and online communications platforms.
- Bilingual candidates are encouraged to apply.

Additional Considerations:

- This position will work from the CancerLINC office located in Richmond.
- Must have transportation to commute to and from local medical centers, businesses, and work-related activities. (Certain work-related mileage is reimbursed.)
- Must be able to lift materials and equipment up to 30 pounds.

How to Apply:

Interested candidates should submit a resume and cover letter to info@cancerlinc.org. Please include **Executive Director Applicant – (your name)** in the email subject line. No phone calls please. CancerLINC is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.