

## EXECUTIVE DIRECTOR ROLE DESCRIPTION

Craig's Cause Pancreatic Cancer Society is a national charity dedicated to both increasing survival and improving the quality of life for every Canadian diagnosed with pancreatic cancer, through awareness raising, education, support, and research. Our Vision is a world where surviving pancreatic cancer is expected.

2021 is an exciting year at Craig's Cause Pancreatic Cancer Society, with the establishment of a new Executive Director position. We are looking for someone who would be excited by the challenge of taking a national charity to the next visible level. Ambitious, self-starters, who have previous experience in a senior management position, preferably within the charitable sector, are encouraged to apply.

This new position was established as part of a 3-year business plan to increase the reach and impact of the Society, with a specific emphasis on fund development and partnerships. This initially is a part-time position (20 hours per week), with the expectation that this position will become full time, as we grow our income.

The Executive Director will be responsible for overseeing the administration, programs and strategic development of the organization. Key duties include: working closely with our board and staff members to achieve our business plan goals, fund development, building, maintaining and managing relationships with external stakeholders, and increasing our impact nationally.

The position reports directly to the Chair of the Board of Directors.

## GENERAL RESPONSIBILITIES

1) **Board Governance:** Works with the Board in order to fulfil the organization's mission.

- Responsible for leading Craig's Cause Pancreatic Cancer Society in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**2) Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fund development and developing other revenues necessary to support achievement of Craig's Cause Pancreatic Cancer Society's mission.
- Responsible for the fiscal integrity of the Society, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for ensuring that the Society meets its financial reporting requirements

**3) Organization Mission and Strategy:** Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation and development of the Society's programs and activities that carry out the organization's mission.
- Responsible for strategic planning to ensure that the Society can successfully fulfil its mission into the future.
- Responsible for the enhancement of the awareness of the Society by being active and visible in the community and by working closely with other organizations and stakeholders, including the media.

**4) Organization Operations:** Oversees and implements resources to ensure the effective operation of the organization.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for supervision of staff and volunteers.

## **JOB RESPONSIBILITIES**

- Report to and work closely with the Board Chair and Directors to seek their involvement in policy decisions, fund development and to increase the overall visibility of the organization.
- Supervise staff and volunteers.
- Strategic planning, implementation and regular review of the Society's business plan.
- Planning and operation of annual budget.
- Serve as the Society's primary spokesperson to the organization's partners, the media and the public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Society's Mission.
- Engage in fund development and developing other revenue streams.
- Lead on marketing and other communications efforts.

- Organize Board and committee meetings.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the Society
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

## **PROFESSIONAL QUALIFICATIONS**

- Transparent and high integrity leadership.
- Five or more years senior management experience, preferably in the charitable sector.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision, convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the wider community.
- Demonstrated ability to oversee and collaborate with staff.
- Active fund development experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, advocacy organizations and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Self-motivated, with the skills to face adversity head on, to find opportunities and to motivate a willing team of staff to meet deadlines and achieve goals laid out in a business plan.
- Strong written and oral communication skills.
- Strong public speaking ability.

## **SALARY AND BENEFITS**

- Permanent position, after the completion of a successful 6 month probation period
- \$34,000 - \$36,000 depending on experience
- Working from home
- Flexible hours

Please submit a resume and a short cover letter outlining your relevant experience and what you could bring to the organization (no more than 1000 words) to Clara MacKay [claramack@gmail.com](mailto:claramack@gmail.com) (Chair of Board). You may also contact Clara if you would like to discuss the role in advance or have any questions.

**Application Deadline May 14th, 2021 at 11:59pm**

This position is in Canada.