



EXECUTIVE DIRECTOR

Full Time

JOB DESCRIPTION

Organizational/Fiscal leadership:

- Lead a strong and stable team of 3 full-time (Program Director, Development Director, Operations Director), 3 part-time staff and 8 program facilitators.
- Oversee all daily operational activity – facility, finance, programs and fundraising.
- Strong focus on financial results and accountability. Build on a culture of collaboration, accountability for results and focus on mission.
- Promote a collaborative, positive and safe work environment for employees and volunteers.

Development and Fundraising:

- In collaboration with the Development Director and Board of Directors, build and execute a robust and dynamic outreach and relationship-building program that attracts donors, members, volunteers and community support.
- Network with and tap into resources to generate necessary funding/revenue.
- Involvement in grant writing, donor communication and event management.
- Foster a strong sense of community and related strategies to generate financial support.
- Build relationships and support within the medical community for partnership and support.

Strategic/Community Engagement:

- With the Board of Directors and CSC team, develop and execute a strategic plan
- Public speaking; Represent CSC at numerous community events.

MINIMUM REQUIREMENTS

- Education: Bachelor's degree is required. Candidates preferably hold an advanced degree such as a Master of Business Administration, Nonprofit Management, or Social Work.
- Excellent verbal and written communication skills, including effectiveness in public speaking.
- Financial acumen and analytical skills. Ability to budget, track costs and communicate results.
- Ability to plan and execute on specific metrics to achieve development goals.
- Proven track record of fundraising and donor development.
- Creativity. Ability to manage short-term requirements and create a vision for the future.
- Technology skills to include Microsoft Office products and database familiarity.

[To Apply](#)