



ABOUT CANCER SUPPORT COMMUNITY

Celebrating nearly three decades of providing support, education and hope to people fighting cancer and their families, the Cancer Support Community Valley/Ventura/Santa Barbara (CSCVSB), located in Westlake Village, California, has an immediate opening for a dynamic and forward-thinking Executive Director.

POSITION OVERVIEW

Cancer Support Community VVSB is an independently governed and funded non-profit organization and an affiliate of the international Cancer Support Community. As Executive Director you will lead a team that serves approximately 3,000 adults, children and teens affected by cancer each year with programs throughout Ventura and Santa Barbara Counties, and the West San Fernando Valley. All programs are provided free of charge. Our mission is to ensure that adults, children and teens impacted by cancer are empowered by knowledge, strengthened by action, and supported by community. This is an outstanding opportunity for an accomplished, confident, and empathetic leader to build upon the success of the past 27 years and expand the organization's footprint and mission delivery.

Fund Development / Financial Management

- Creates and executes a comprehensive resource development plan in collaboration with the Development Director and Resource Committee of the Board of Directors to generate sufficient financial resources to support programs and operations in a sustainable manner.
- Provides effective budgeting and financial management to ensure fiscal integrity.
- Builds and executes a robust and dynamic outreach and relationship-building program that attracts donors, members, volunteers and community support.

Strategic Planning

- Develops and implements the strategic plan in collaboration with the Board of Directors.
- Fosters a sense of community that ripples throughout all aspects of our service area.

Staff Management

- Provides oversight and direction to the Development Director, Clinical & Program Director and Office Manager to support the business activities of the organization in concert with its mission and goals.
- Promotes a collaborative, positive and safe work environment for employees and volunteers.

QUALIFICATIONS

- Undergraduate degree required, plus five years of related professional experience including two years of nonprofit senior management experience. Master's degree in Business Administration, Nonprofit Management or Social work preferred.
- Proven track record in fund development.
- Excellent verbal and written communication skills, including effectiveness in public speaking.
- Technology skills to include Microsoft Office products and database familiarity.
- Skilled at fostering a compassionate, inspiring environment for staff, members and volunteers.
- Experience with legacy giving programs is a plus.
- Experience managing foundation grants is a plus.
- Experience cultivating, developing, and working with a board of directors.
- Demonstrated ability to develop and operationalize strategies to effectively grow an organization.
- Must be willing to maintain a flexible work schedule to include evenings and weekends.

Cancer Support Community Valley/Ventura/Santa Barbara is an EEOC employer with a competitive salary and benefit package.