Job Title: Executive Director
Location: Westlake Village, CA
Reports to: Board of Directors
Job Type: Full-time, Exempt

Mission: To ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and supported by 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 (CSC) is the local affiliate of the leading provider of social and emotional support for cancer patients in the United States. Cancer Support Community nationally includes policy leadership and support, a research and training institute and a network of 45 local affiliates and over 130 additional service delivery locations.

CSC is an independently governed and funded non-profit organization which serves approximately 2,000 individuals each year with a variety of programs including support groups led by mental health professionals for cancer patients and their families, healthy lifestyle/wellness classes, cancer education seminars, social and networking programs, all of which are provided at no cost to participants to attend. Our service territory includes the San Fernando Valley, Ventura County and Santa Barbara County.

CSC has undergone positive change over the past 12 months and is now seeking an Executive Director to build on this foundation and, along with a strong and committed board of directors and staff, further CSC’s mission of support for cancer patients and their families in our service area. This role requires both strong, near-term operational awareness and the ability to strategize, communicate and build community support for a strategic plan.

This is an excellent opportunity for a new leader to work with a solid board, staff and community of supporters. The current ED is relocating out of state.

Key Responsibilities

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.

Professional Experience/Qualifications

Requirements/Skills

- 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.

Ideal Characteristics

- Outgoing and authentic personality. Enjoys leading a team, providing a collaborative environment and able to manage multiple inputs to achieve a goal.
- Strong public speaker. Able to effectively communicate the CSC mission in both small group and community settings.
- Passion to support cancer patients, their families and caregivers, and survivors.

Experience

- Five (5) or more years of senior management experience, including experience leading a team. Ideally prior nonprofit senior management experience.
- Demonstrated/documented success in funds development.
- Skilled at fostering a compassionate, inspiring environment for staff, members and volunteers.
- Demonstrated effective development and mentoring skills to enable staff to grow in their roles.
- Experience with legacy giving programs is a plus.
- Experience managing the grant process is a plus.
- Effective use of both strategic and tactical skills in a variety of capacities.
- Cultivating, developing, and working with a board of directors.
- Developing and operationalizing strategies to effectively grow an organization.
- Leading technology changes and productivity enhancements.
Must be willing to maintain a flexible work schedule to include evenings and weekends.

Salary commensurate with education and experience.

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

**To Apply**

Please send a resume and cover letter to jobs@cancersupportvvsb.org. Title each file with your name and “CSC ED position” and include the same in the subject line of the email. The cover letter should include why you are interested in the position, and why you believe you would be a good fit.

Please note that Cancer Support Community will reply only to those who are short-listed.

To learn more about CSC Valley/Ventura/Santa Barbara please visit [www.cancersupportvvsb.org](http://www.cancersupportvvsb.org).