

Cancer Resource Center of the Finger Lakes

Position Description

POSITION TITLE:	<u>Executive Director</u>	FLSA CLASS:	<u>Exempt</u>
REPORTS TO:	<u>Board of Directors</u>	DATE:	<u>December 15, 2020</u>

Job Summary

The Executive Director (ED) is the chief executive officer of the organization and has overall responsibility for the day-to-day management of CRCFL's operations within the governance and policy structure established by the Board of Directors.

The Executive Director leads and guides the organization while maintaining a broad vision of the future, through effective resource management of staff, volunteers and budget. The ED is responsible for implementing the mission of CRCFL with consideration of all stakeholders and the overall health of the organizations. The ED serves as the primary "public face" of the organization, representing it throughout the community.

Major Responsibilities/Activities

Governance (15 % time)

- Keep apprised of non-profit governance and policies.
- Assist President of the Board of Directors in fostering a productive partnership between board and staff, and encouraging appropriate evolution of the board as the agency matures.
- Attend all board meetings and keep board apprised of all CRCFL programs and services.
- Assist Board President with the coordination of board development.
- Attend board committee meetings and provide administrative support for the board and committee meetings. The ED serves as an ex officio member of the board committees.
- Oversee preparation of annual report.
- Act as liaison with CRCFL lawyer and accountant/auditor.

Financial (15% time)

- Develop annual budget, and make budget projections throughout the year.
- Oversee day-to-day financial management of the organization including working with the bookkeeper on paying bills, and generating all financial statements.
- Work with board Treasurer to monitor organizational financial status.
- Oversee and coordinate with accountant the completion of tax reports and audits.
- Submit invoices and manage all contracts.

*Consider your job description to be the foundation of your responsibilities, not the boundary.

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Human Resources (HR) (20% of time)

- Oversee development of human resource functions and complete administrative tasks such as maintaining HR records, submitting and managing payroll, and managing employee benefits.
- Hire, supervise and discharge all staff in accordance with agency policies and procedures.
- Develop clear, measurable and attainable goals for staff and serve as supervisor for staff.
- Conduct annual performance reviews for staff.
- Provide opportunities for professional development for staff.
- Serve as a sounding board and resource for employees.

Resource Development (20%)

- Oversee grant application, budgeting and reporting, including private foundation and government sources.
- Together with Board and fund development committee, build and maintain relationships with key funders.
- Oversee planning and implementation of major fundraising campaigns and events and assist as needed.
- Prepare follow-up reports to funders as required.

Community Relations and Outreach (15%)

- Act as a liaison with related cancer support organizations.
- Act as liaison with community organizations and attend meetings to further our mission.
- Act as liaison with the community as large.
- Supervise publicity for CRCFL and serve as the “public face” of the organization
- Supervise educational programs for the community.

Client Services (15%)

- Provide assistance to walk-in and call-in clients.
- Oversee client-focused resources (written documents, web resources, etc.) as required.
- Serve as back-up to client services director and staff as needed.
- Work with Client Services Director to oversee delivery of all programs.

Required Skills

- Strong leadership skills who can adapt to changing needs.
- A management style that includes team building and collaboration.
- Demonstrated knowledge of principles of management, leadership, conflict resolution, negotiation and motivation.
- Experience with resource development and management, including budgeting, fundraising, and fund development.

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- Experience with supervision of personnel, program planning and evaluation, and working with people in crisis.
- Proven ability to mobilize community members and develop key partnerships.
- Knowledge and sensitivity to issues of people affected by cancer or other major illness.

Desired

- Master's Degree in Human Services, Health Administration, or related field.
- Minimum of three years management experience, preferably in a non-profit setting.