



**Position: Executive Director** - Cancer Support Community Greater Lehigh Valley (CSCGLV) seeks a passionate Executive Director to assume leadership of the organization under the guidance of the Board of Directors. The person in this position will be responsible for oversight of the organization to ensure the financial viability, growth, and proper management of the organization, while having empathy for members and their families' navigating cancer.

**About CSCGLV:** The Cancer Support Community Greater Lehigh Valley is part of a global network of 175 locations and partners with our HQ office-Cancer Support Community (CSC) and Gilda's Club centers, and health-care providers to deliver over \$50 million dollars in free support services to patients and their families. CSC conducts cutting-edge research on the emotional, psychological, and financial journey of cancer patients. In addition, CSC advocates at all levels of government for policies to help individuals whose lives have been disrupted by cancer. CSCGLV enhances the lives of cancer patients and their families in the Lehigh Valley and surrounding areas by offering free one-on-one and group support, educational and emotional programs, and helps people affected by cancer actively engage in their health care, connect with others, reduce stress and isolation, and restore hope for a better quality of life.

**Position Summary:** The Executive Director will be passionate about leading and advancing the organization's mission, while overseeing all aspects of CSCGLV and staff in accordance with the directives of the Board of Directors; ensure the delivery of high quality, impactful support to those touched by cancer; ensure and sustain positive and effective Board, staff, and community relationships; develop and maintain relationships with donors, partners organizations, and other professionals; develop and monitor the annual budget, reporting regularly to the finance committee; develop staff and programs to ensure the quality, sustainability, and continuity of the organization; and maintain positive interactions and relationships with members and their families navigating cancer. The role includes directing staff and volunteers, planning, and managing the business operations, and serving as the key liaison with community and healthcare partners. The ideal candidate will possess highly effective, proven leadership and management skills, be an engaging public speaker, communicate well verbally and in writing, collaborate effectively with internal and external stakeholders, and maintain and enhance fundraising efforts.

**Objectives for this role: Reporting to the Board of Directors, the Executive Director will:**

1. Develop, execute, and cultivate annual and long-range strategic development plans to secure funding, ensure successful operations and growth of the organization through grants, corporate sponsorships, and individual donors
2. Develop and maintain ongoing relationships with internal and external stakeholders, including members, donors, corporate sponsors, and medical partners
3. Supervise, maintain, motivate, educate, and energize CSCGLV staff, attract and retain a productive workforce, conduct annual evaluations, and develop leaders within the organization
4. Manage and coordinate volunteer and professional relationships in support of CSCGLV events, major/planned gift fundraising activities, and the annual campaign. Work with volunteers to provide optimal delivery of programs and services with a spirit of teamwork

5. Manage finances, including developing the annual budget, maintaining fiscal responsibility by monitoring program expenditures, completing audits, and providing financial statements and presentations to the Board
6. Develop and execute fundraising campaigns
7. Develop and maintain a positive public image of the organization, including serving as the chief spokesperson for the organization to the media and the public to increase awareness of the organization through public appearances, presentations, marketing, social media, and community activities
8. Ensure compliance with the agreement between CSCGLV and CSC
9. Maintain positive and effective relationships with CSC, with other ED's, with partners, and with staff to achieve organizational goals
10. Implement bylaws, policies, strategic plans, goals, and priorities, as developed by Board of Directors
11. Ensure legal and financial integrity of the organization

**Preferred Qualifications:**

Bachelor's degree from an accredited four-year college or university and a minimum of ten years work experience

Demonstrated leadership experience in the business or non-profit sector with proven operational excellence, people management and fundraising success

Strong verbal and written communication skills, along with a desire to be the public face of the organization

Ability to manage fluctuating workloads including marketing, events, programs, public relations, strategic planning, and finance

Ability to identify problems, define central issues, evaluate options, and propose innovative solutions

Adherence to confidentiality of agency, and client information

Office technology skills including, but not limited to: Microsoft Word, Excel, PowerPoint, and Outlook

Must pass a state and federal criminal background check

Experience with navigation of issues in response to a cancer diagnosis a plus

**Supplemental information:**

Employment type - Full time, exempt

Competitive Salary and Benefits package

Work will be performed in the office setting and in the community, during and outside regular business hours. Flexibility to travel (Carbon and Monroe counties, and annual conferences)

The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may

perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload

*Cancer Support Community Greater Lehigh Valley provides Equal Opportunities without regard to race, color, ethnicity, religion, sex, national origin, citizenship, ancestry, age, disability, pregnancy, gender identity and expression, sexual orientation, the use of a guide or support animal because of blindness, deafness or physical handicap of any individual, veteran or military status, genetic information, marital status, familial status, possession of a GED instead of a high school diploma, or any other protected characteristic under applicable federal, state or local laws.*

Please submit resume to [lysekr5@gmail.com](mailto:lysekr5@gmail.com)