



# Chief Executive Officer

**Title: Chief Executive Officer**

**FLSA: Exempt**

**Date:**

**Reports to: Board of Directors**

## POSITION DESCRIPTION

The Chief Executive Officer will serve as Chief Visionary and Strategy Officer and provide overall leadership and direction of Children's Cancer Connection (CCC). The CEO will work closely with the Board of Directors, the COO, and Directors of Programming and Development to ensure the Strategic Plan is realized. The CEO oversees a team of 7 - 15 staff. The CEO's Performance will be evaluated by the Executive Committee on an annual basis.

## DUTIES AND RESPONSIBILITIES

### Strategic Growth & Planning

- Develop a strategic board that delivers on the mission and ensures the accountability of the organization
- In partnership with the Board of Directors develop CCC's strategic plan to ensure the needs of the families of children with cancer are met
- Creates and executes business plans related to CCC's growth of the organization's footprint across Iowa

### Board of Directors

- Represents CCC at Board of Directors and committee meetings
- Partners with the Board in establishing and carrying out the strategic plan
- Communicates information and reports about CCC operations as requested by the Board
- Communicates Board direction to CCC Staff as appropriate
- Ensure proper governance

### Community Impact & Fund Development

- Serve as a liaison between CCC and the families served, community, and other organizations (hospitals/non-profits/agencies/etc.) impactful on the journeys of the families.
- Develop and maintain relationships with major donors, healthcare organizations and community leaders
- Manage Development Director to ensure that fundraising goals are achieved
- Work with the Development Director and team to successfully grow revenue and serve families in need
- Acts as the champion of the organization and its culture
- Serves as primary spokesperson to the media and in the community

### **Operations & Staff Development**

- Attract, retain and develop staff and ensure effective performance management / evaluation for all staff
- Manage the Chief Operations Officer to ensure successful daily operation of the CCC
- Utilize best practice operating system to maintain and grow an effective and efficient organization
- Organizes the administration functions and provides strategic direction

### **Programming & Education**

- Manage Director of Programs to ensure programs of hope for childhood cancer families on the journey
- Ensure comprehensive marketing strategies are developed and impact of programs
- Identify participation and trends related to programming and provide strategic direction
- Oversee the development and distribution of Journey Education and Support materials
- Educate CCC staff to ensure families are referred and connected to community-based support services

### **Financials**

- Responsible to develop CCC budget (\$1M+) and gain approval of the Board being fiscally responsible to the organization
- Monitor and evaluate the fiscal performance of CCC
- Provide financial report to the Board of Directors, Executive Committee and Finance Committee as requested
- Manages business negotiations and contracts

### **Administration**

- Promotes open communication at all levels of the organization and with the Board of Directors
- Ensures policies and procedures are documented to ensure successful day to day operation of CCC
- Employs HR policies and practices of the employee handbook and holds staff accountable
- Handles selection, onboarding, performance management, salary management, termination of all CCC staff
- Ensures performance reviews are conducted formally on an annual basis
- Other duties as necessary in the best interest of CCC

## **QUALIFICATIONS**

### **Education and Experience**

Four-year college degree (BS/BA) in Business, Healthcare, Communications, Marketing, Public Relations, Finance or Non-profit administration or equivalent experience required. Prefer Master's degree in the field of Community Organization, Public or Business Administration or Non-profit administration

### **Experience**

Minimum of 5-7 years' experience in nonprofit leadership, administration or public/business management experience in related field. Previous Executive Director experience strongly preferred. Experience in Traction EOS process is desirable.

## **Skills**

- Relationship Management - effectively manage relationships with staff, children & families, donors, board and healthcare professionals.
- Ability to lead a team, develop leaders & staff, effectively build an organization, hold staff accountable
- Understanding of finance/accounting, budgeting, HR, information systems, marketing
- Strong written and oral communication skills, including public speaking – ability to communicate with staff, board, children, families, donors, healthcare professionals, community partners and the general public
- Decision Making – ability to set priorities, resolve issues, is action oriented where acts and reacts in all situations in a professional manner maintaining the mission and vision of CCC and driving results
- Ability to plan originate, organize, and carry out daily and special programs
- Negotiation skills
- Integrity and a commitment to professional ethics, values and fairness, maintaining confidentiality
- Ability to work some nights and weekend
- Flexibility – ability to reprioritize based on unexpected situations that may arise on a day to day basis (ex. death of a child and the need to support the family, donor meetings, requests of board)

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hand to finger, handle or feel. The employee is occasionally required to stand and walk. Travel by vehicle statewide may be required up to 25%.

Must have a valid driver's license and ability to pass a background check.

## Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Children’s Cancer Connection reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Children’s Cancer Connection. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and Children’s Cancer Connection has a similar right.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

Children’s Cancer Connection is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Children’s Cancer Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Children’s Cancer Connection.