



JOB DESCRIPTION

EXECUTIVE DIRECTOR
CANCER CAREPOINT

SAN JOSE, CA

COOK SILVERMAN SEARCH

775 E. Blithedale Ave. #395
Mill Valley, CA 94941

www.cooksilverman.com



ABOUT CANCER CAREpoint

Cancer CAREpoint is dedicated to transforming support for cancer patients, survivors, family members, and caregivers the Bay Area through personalized, Counseling, Assistance, Resources, and Education (CARE). All services are provided at no cost to patients and their families, no matter where they receive medical care or their cancer type.

Cancer CAREpoint (CCP) was founded in 2010 to provide a welcoming, compassionate environment and resources for people living with and living beyond cancer, their families, and caregivers. We provide psycho-social services, filling the void beyond medical/clinical treatment, and we offer counseling and support groups, exercise and movement, healthy cooking and eating classes, a wig boutique, and other community services. Approximately 10,000 Silicon Valley residents are diagnosed with cancer each year, with thousands more living as cancer survivors.

The organization has a passionate and committed staff of eight, a dedicated cadre of volunteers, and an engaged and energetic eleven-member board of directors. Cancer CAREpoint's ethos and services are highly respected, earning significant goodwill in the community, which the new Executive Director will build upon.

OPPORTUNITY HIGHLIGHTS

- Salary range is \$195,000-\$220,000
- Benefits include:
 - Medical, Dental and Vision (100% employer paid)
 - Life insurance and long term disability (100% employer paid)
 - 401K
 - 8 paid holidays and Vacation time
- The opportunity to change the face of cancer care and ensure that no one has to face cancer alone

YOU ARE

- Deeply committed to serving the health care needs of your local community and advocating with dignity for an integrated system of resources for those facing the reality of cancer
- Strategic, big picture thinker who is able to enroll stakeholders in a bold vision for the future
- Dedicated fundraiser with experience in building and executing effective fundraising programs in partnership with a Board of Directors
- Collaborative, compassionate, and empathetic, you have a "human-first" approach to working with a team of staff, volunteers, board members, partners, and community representatives

POSITION OVERVIEW

The Executive Director will be a passionate advocate for Cancer CAREpoint and has the overall responsibility for CCP's financial viability, effective service delivery, and operational success.

The ED will work closely with the board and staff to ensure the organization's new strategy is developed and resources are in place for implementation and reporting. The ED will be supported by a team that provides client services, fundraising acumen and support, HR, and other administrative functions.

For more information, please visit <https://www.cancercarepoint.org/>.

REPORTING RELATIONSHIPS

The Executive Director oversees a staff of eight and a dedicated cadre of volunteers. The Executive Director reports to an engaged and energetic eleven-member board of directors.

PRIMARY RESPONSIBILITIES

Strategy & Vision

- Drive implementation of the Strategic Plan through leveraging a deep understanding of the unique circumstances and social service needs of individuals and families being served.
- Work with the Board to develop a new strategic roadmap for the organization's continued evolution.
- Cultivate a strong and transparent working relationship with the Board of Directors and ensure open communication about the operations and performance toward goals.
- Leverage board relationships in healthcare to enhance CCP's reputation for its complementary approach to the clinical aspects of cancer.
- Create with intention an organizational culture that attracts, retains, motivates, and develops a diverse, high-quality staff.
- Implement systems for reporting on progress toward strategic goals, as defined by the Board.
- Serve as the leading spokesperson for Cancer CAREpoint.

Fundraising

- Collaborate with the Development Director to create a fundraising plan that diversifies and balances contributed revenue from individuals, the public sector, corporations, and private foundations.
- Cultivate major individual and institutional donors through planned giving appeals to foundations and corporations.
- Ensure a robust pipeline of prospective donors whose interest aligns to CCP.
- Raise CCP's public profile through multiple communications initiatives and partnerships with practitioners and others.
- Build productive partnerships with the corporate and tech community in the Bay Area for ongoing financial support.

Programs & Services

- Make determinations for new or changed programs/services based on new strategic plan in collaboration with the Deputy Director.
- Examine the needs of the community and ensure programs (outreach, education, collaboratives, grants) meet those needs and align with the mission of the organization.
- Collaborate with appropriate Bay Area organizations on cancer Survivorship and Caregiving.
- Stay abreast of the changes in the local healthcare environment locally and nationally.
- Remain current on new psychosocial therapies.

Management, Administration & Governance

- Lead and inspire staff to ensure a collaborate working environment with open lines of communication.
- Empower staff to do their best work by setting goals and expectations and ensuring accountability.
- Encourage staff self-care and professional development.
- Ensure operations and programs are professionally and efficiently organized and administered.
- Ensure administration of contracts, including compliance with relevant employment laws and other legal requirements.
- Maintain CCP's fiscal viability and ensure that the organization adheres to a sustainable financial plan based on an annual budget.
- Foster an atmosphere of transparency and accountability.
- Ensure that information technology, including the website, is current and stable, and that systems are integrated and scalable.
- Develop, recommend, and implement policies for improved programs and services.
- Provide ongoing regular communication to the Board on critical governance, financial, staffing, and program matters.
- Actively assist in identifying and recruiting new board members whose skills and interests align to the organization's needs.
- Follow CCP's governance policies, program goals, and objectives.

QUALIFICATIONS

- Senior-level strategic leader with 10+ demonstrated managerial, financial, and business experience
- Experience managing and scaling similarly sized budgets (~\$2.5M or more)
- Hands-on leadership and experience with small to midsize organizations preferred
- Track record of successful fundraising initiatives, including direct asks for major individual gifts
- Established track record of developing productive, authentic relationships with clients, government agencies, politicians, businesses, nonprofits, community leaders and advocates from a variety of communities
- Demonstrated track record of implementing growth strategies that could include mergers, organic growth, focused program changes and new services
- Outstanding oral and written communication skills
- Evening and weekend hours may be required to meet donors and engage in community events
- A passionate, persuasive, and authentic public speaker
- Healthcare-related experience preferred
- Existing relationships within and an understanding of Bay Area philanthropy
- Healthcare related degree strongly preferred

EQUITY STATEMENT

The daily acts of racism and violence inflicted on the Black community, punctuated by the unjustified killings of George Floyd, Breonna Taylor, and countless others, have led many in our community to stand in solidarity with those who demand an equal future. Cancer CAREpoint stands with you.

We believe in, and strive for, equality for everyone. Equality in the right of everyone to work and live freely. Equality in the right of everyone to prevent and treat disease.

Cancer is a disease that can affect anyone, but it does not affect everyone equally. Black, Hispanic, and Asian communities in particular face obstacles to cancer prevention, treatment, and survivorship, not because cancer affects them unequally, but because of systemic racism, cultural disconnection, poverty, lack of access to healthy foods, and jobs with inadequate pay. No one should be at a disadvantage in preventing, treating, or surviving cancer because of the color of their skin, their cultural background, their economic status, or the place where they were born.

Cancer CAREpoint cannot be silent. We commit to tangible and lasting change in how we provide equal service to those living with and living beyond cancer in Silicon Valley. The recent events have made us take a hard look at what we're doing to ensure that everyone affected by cancer in Silicon Valley has the same chance of living with and living beyond cancer, no matter their racial, cultural or economic status.

We must do more to fulfill our mission to transform support for cancer patients, families, caregivers, and survivors in Silicon Valley. We commit to thoughtfully examining our current practices and creating a comprehensive action plan to improve equal access to our services. Leading with our values, we will hold ourselves accountable to our community, and we look forward to sharing our plan with you.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Darcie Taylor at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

Cancer CAREpoint is an Equal Opportunity Employer.