



## **Call for applications - Executive Director**

### **Global Resource for Advancing Cancer Education (GRACE)**

Send cover letter and resume to [info@cancerGRACE.org](mailto:info@cancerGRACE.org). No phone calls, please.

Job location: Remote

Salary Range: \$65,000 - \$80,000 depending on experience. Exempt | Full time.

The Executive Director (ED) is responsible for leading the overall strategic direction, fundraising and operation of GRACE. The ED oversees all programs and expansion, and ensures alignment with GRACE's mission to provide expert-mediated information on current and emerging cancer management options to empower patients, caregivers, and health professionals to become direct partners in cancer care.

The ED will be expected to

- Develop in-depth knowledge of GRACE's core programs, operations, and business plans. The ED will ensure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Generate revenue for the organization via grant writing and corporate partnerships.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff.
- Carry out plans and policies authorized by the Board.

## **Responsibilities**

### **Fundraising**

- Cultivate GRACE revenue generating and fundraising activities to support existing and expanding operations. Write grant requests and partnership proposals to increase funds for the organization.
- Work with staff and the Board to prepare a comprehensive annual budget.
- Create new opportunities and new partnerships with other nonprofit organizations, continuing medical education (CME) companies, and the pharmaceutical industry.

### **Growth & Development**

- Develop strategies and tactics to achieve financial stability and programmatic goals.

### **Leadership & Management**

- Ensure program excellence, program evaluation, and consistent quality of finance administration, fundraising, and educational programs.
- Engage and energize GRACE board members and faculty.
- Develop, maintain and support an active Board of Directors. Seek and build Board involvement with strategic direction.

## **Qualifications**

- Bachelor's degree with well-rounded professional experience. Track record of increasing responsibility within local and/or regional nonprofit organizations.
- Plus: Knowledge of cancer treatments, the pharmaceutical and biotech industries, and CME companies.
- Demonstrated ability of fundraising for a nonprofit organization, especially grant writing and strategic partnerships.

- Excellent organizational management.
- Ability to set and achieve strategic goals and objectives.
- Persuasive and passionate, mission-driven and self-directed.

### **Key Competencies**

- Fundraising proficiency.
- Reliability, trustworthiness, and honesty.
- Strategic thinking and strategy development.
- Business development through partnerships.
- Superb verbal and written communication skills.
- Professional presentation skills.

### **Working Conditions**

- Remote employee. Must have access to reliable internet.
- Travel required to support specific events and fundraising efforts (approximately 25%).

Disclaimer: The above statements describe the general nature and level of work and are not an exhaustive list of all required responsibilities, duties, and skills.

*Posted October 24, 2017*