



## Executive Director – Revenue Level 5 Affiliate

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**Reports To:** Affiliate Board President (accountable to entire board)

### Position Summary

The Executive Director is a highly-skilled nonprofit professional that provides leadership, vision and direction to the Affiliate, the broader Susan G. Komen for the Cure organization and the entire breast health community. The Executive Director represents the Affiliate to the public, leads organizational development and strategic planning, optimizes financial performance, builds donor relationships, oversees personnel and impacts public policy. The Executive Director works closely with the Affiliate Board of Directors, Komen Headquarters and the Affiliate Network and is responsible for expanding systems and procedures to accomplish the mission and reach the strategic goals set forth by the board.

The Executive Director develops organizational strategy, sound practices and supportive relationships, both internally and externally, resulting in cooperative and effective collaborations that further the promise of Susan G. Komen for the Cure.

### Primary Responsibilities

#### Organizational Management Responsibilities

1. Maintain appropriate staffing structure; oversee recruiting, training, development, and evaluation of staff.
2. Effectively develop business systems and strategies and ensure appropriate implementation.
3. Maintain ethical standards and accountability, manage risk, perform due diligence, and implement operational best practices.
4. Ensure that the organization is in compliance with all laws and guidelines governing nonprofit organizations and the Susan G. Komen for the Cure Affiliation Agreement, Policies and Guidelines.
5. Guide the strategic planning process with the Board to ensure that the organization has a long-range strategy which achieves its mission and toward which it makes consistent and timely progress.
6. Based on the Board's direction and staff input, ensure that the organization has an annual operations plan that is aligned with its strategic plan. Carry out plans and document results.
7. Monitor and adapt to changes in the business and nonprofit environment.

#### Mission – with appropriate staff and committees

1. Provide oversight of mission programs.
2. Ensure well developed, high-impact, outcomes based community programs in alignment with the Community Profile and Komen Headquarters' policies.
3. Initiate, encourage and monitor collaboration and cooperation among community organizations, grant recipients, other grantors, breast cancer organizations and other Affiliates.
4. Assist in the development of new programs that address community needs, including new or emerging issues related to breast health or breast cancer.
5. Maintain a cutting-edge knowledge of breast health information, health care services, applicable state and federal regulations and public policy issues.
6. Convene constituents; host forums to maximize impact.
7. Participate in shaping decision making of government and other external stakeholders.
8. Track and document Affiliate effectiveness and impact.

**Fund development** – with appropriate staff, committees and board

1. Develop diverse funding streams and long-term plans to best support the mission and goals of the organization.
2. Oversee fundraising efforts including sponsorship, donor cultivation, solicitation and stewardship, grants, special events, etc.
3. Actively participate in donor cultivation and solicitation.
4. Develop collaborative projects/partnerships with other community providers.
5. Partner with Komen Headquarters to maximize Cause Related Marketing and other national opportunities locally.

**Finance** – with Treasurer, finance staff and appropriate committees

1. Ensure optimal financial performance of the Affiliate.
2. Maintain processes for proper record keeping and internal financial controls.
3. Assist with development and management of annual budget.
4. With the Treasurer and finance staff, review and report all financial activities to the board on a regular basis.
5. Review analysis of financial activities (income and expense) to discern trends, identify areas of improvement, address problems and develop forecasts.

**Public relations** – with appropriate staff and committees

1. Function as a visible spokesperson for Affiliate and the broader Komen organization.
2. Assist with annual communications plan which includes media preparation/training for staff and key volunteers.
3. Through contracted public relations firm, develop media relations; identify and maximize appropriate opportunities and communicate the impact of Susan G. Komen for the Cure.

**Other** – with appropriate staff and volunteers

1. Partner with Komen Headquarters staff to maximize resources and ensure alignment with Headquarters' priorities and compliance with policies.
2. Personally attend and encourage attendance of staff and board in trainings, forums and meetings annually as provided by Headquarters Affiliate Learning and Development Department.
3. Participate in and support Affiliate's Board of Directors meetings; support and attend committee meetings as appropriate; partner to accomplish goals and objectives; work with board to ensure proper division of operational staff functions and board governance.
4. Engage in public policy discussion and activities with government representatives, community organizations and the public in the areas of breast health and philanthropy.
5. Assist the Governance Committee in developing and implementing an annual plan for identifying and recruiting candidates for the board. Assist in recruiting and orienting new board members.

**Position Qualifications**

Minimum Requirement of a Bachelor's Degree in a related field, and a minimum of 8 years professional experience as an Executive Director including responsibility for a budget of at least \$2,000,000 annually, non-profit governance, public health education and programming, grant making, staff and volunteer management, donor-based fundraising and communications.

Candidate will also possess:

- Ability to be strategic and motivate and inspire staff and external constituents
- Excellent communication skills, including written, verbal and public speaking skills
- Strong interpersonal skills and ability to work well with a diverse population
- Experience working and directing the success of volunteers
- Dedication to principles of inclusion
- A high degree of integrity and professionalism that garners the trust and respect of others
- A record of planning and supporting growth and change
- A professional nature with the ability to meet deadlines and manage conflicting priorities

- Organizational skills with thoroughness, timeliness, and detail when working under pressure
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Prior experience working with a board of directors
- Desire to shape public issues and enliven public debate

Preferred experience of a Master's or Doctorate Degree in a related field of study; strong understanding of service area and diverse populations; direct exposure to volunteer-driven organizations.

**Travel, evening and weekend work are required for this position.**

### **Internal and External Contacts:**

Affiliate Board of Directors  
Affiliate Staff  
Komen Headquarters Staff, including Senior Leadership Team  
Volunteers  
General Public  
Survivors  
Health Care / Community Health Professionals  
Donors, Potential Donors  
Public Policy Makers  
Vendors

**Our Mission is to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.**