

Cancer Support Foundation Job Description

POSITION: EXECUTIVE DIRECTOR

LAST UPDATED: 05.7.2026

SUPERVISED BY: BOARD OF DIRECTORS

STATUS: PERMANENT-EXEMPT

POSITION(S) SUPERVISED: ALL

SUMMARY: The Executive Director is responsible for the day-to-day operations of the agency, ensuring quality services, responsible financial management and reporting, community education, public relations and fundraising. The Executive Director works closely with the Board of Directors and assists board committees.

RESPONSIBILITIES:

- Provides vision and leadership to fulfill the goals of the organization.
- Assumes overall management responsibility for the operation and staffing of the programs and services.
- Serves as the primary fundraiser for the agency.
- Participates in advocacy activities on behalf of cancer patients on the local, state, and national level to ensure an increased level of awareness of the pertinent issues by the general public and policy makers.
- Effectively uses community resources to ensure comprehensive services to cancer patients.
- Oversees the day-to-day finances of organization including but not limited to accounts payable and receivable and payroll.
- Performs and orchestrates public relations activities on behalf of the program, including speaking engagements, media coverage, and community educations
- Serves as liaison between program staff and Board of Directors.
- Prepares the Agency budget and provides monthly and annual financial and program reports as deemed necessary by the Board of Directors and funders.
- Oversees grant management & billing procedures and maintains appropriate record-keeping systems for program and fiscal reporting as required by the Board of Directors and state and federal funding sources.
- Works with the board to establish policies for programming, fiscal, and personnel matters.
- Implements, expands, and suggest changes in policies as organizational growth or program issues require.
- Plans and implements strategies to ensure stable and ongoing funding for the organization with the Board of Directors.
- Performs other work-related duties as required by the program's Board of Directors.
- Work in a constant state of alertness and in a safe manner
- Other duties as assigned to meet the needs of the business and approved by the Board of Directors.

QUALIFICATIONS:

- Master's degree in business administration, non-profit management, social work, or bachelor's degree with equivalent work experience preferred.
- Significant fundraising experience. Two or more years of experience preferred.
- Significant grant writing experience. Two or more years of experience preferred.
- Self-motivated leadership skills.
- Ability to work well with others and supervise people.
- Knowledge of or serious interest in working with women and children cancer patients.

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- Supervisory and project management experience preferred.
- The ability to communicate both orally and in writing in a clear and concise manner

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand; walk; and stoop, kneel, crouch or crawl. The employee is required to sit for long periods of time. The employee must frequently lift and/or move objects up to 10 pounds, occasionally lift and/or move objects up to 40 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

This position operates in an indoor climate controlled environment which provides professional care to clients' in a residential program. This role routinely uses standard office equipment such as laptop computers and smart phones. This position may be exposed to outside weather conditions during events and speaking engagements.

CHALLENGES OF THE POSITION

The challenge to the individual holding the Executive Director position is functioning in an environment characterized by growth and transition. On an ongoing basis, the main challenge to the Executive Director is an ability to thrive in an environment that requires significant self-initiative, anticipate project needs, manage multiple projects at once, and collaborate among many team members both internal and external.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Classification: Exempt

NOTE: Reviewed FLSA and the above position meets the appropriate classification guidelines.

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date

Supervisor

Date

Executive Director

Date