



Executive Director

About Cancer Support Community:

Cancer Support Community East Tennessee, Inc. (CSCET) is a 35-year-old nonprofit dedicated to uplifting and strengthening people impacted by cancer. CSCET provides a comprehensive range of professional services including support groups, individual support sessions, educational workshops, wellness classes, art and music, all free of charge, to individuals affected by cancer and their loved ones. We aim to provide a supportive community where people impacted by cancer can receive the support they need to live well with the challenges of a cancer diagnosis.

The Executive Director (ED) provides visionary leadership and day-to-day management of all aspects of CSCET's operations including fundraising, programming, financial management, human resources and community relations. The ED is a passionate advocate for cancer patients and their families guiding CSCET to fulfill its mission while ensuring long-term sustainability and growth. The ED will work closely with the board of directors, staff, volunteers and community stakeholders to strengthen and expand CSCET's services and presence in East Tennessee.

Key Responsibilities:

Leadership and Strategy:

- Ensure the organization's programs and services align with the mission and strategic goals.
- Lead the development and implementation of long-term strategic plans ensuring that they reflect the needs of the community and include the growth and expansion of CSCET's footprint.
- Inspire the organization to achieve high standards of excellence.
- Foster a culture of inclusivity, transparency and collaboration.
- Manage the facility.
- Engage with CSC HQ and network partners to ensure CSCET remains in good standing.

Fund Development:

- Lead the development and execution of a comprehensive fundraising strategy.
- Cultivate and maintain relationships with donors, sponsors and partners.
- Oversee all fundraising events and campaigns ensuring that they are successful.
- Work with the board of directors and development staff to ensure annual operational income and build sustainable revenue models for the future.

Financial Management:

- Oversee the financial health of CSCET: budgeting, accounting, tax and financial reporting.
- Ensure financial practices are in accordance with all laws, regulations and best practices.
- Manage the organization's operating budget and endowment fund ensuring efficient use of resources and the financial stability of CSCET.

Program and Service Delivery:

- Ensure that programs are executed with high standards of care, professionalism and compassion.
- Evaluate the effectiveness of programs ensuring they are impactful, relevant and responsive to the needs of participants.

Staff and Volunteer Management:

- Hire, lead, mentor, and supervise dedicated staff members and ensure that they have the resources and support to succeed in their roles.
- Create a positive and inclusive culture that promotes employee engagement and retention.
- Build a strong volunteer network to support CSCET's mission.

Community Relations and Advocacy:

- Serve as the primary spokesperson representing CSCET to the public and media.
- Build and strengthen relationships with local healthcare providers, businesses, community organizations and other stakeholders.
- Increase visibility of CSCET through PR efforts, networking and community engagement.

Board Relations:

- Work closely with and support the board of directors to ensure effective governance, strategic planning and resource development.
- Assist in the recruitment, orientation and training of new board members and provide them with the tools and information they need to successfully lead and govern.

Qualifications:

- Bachelor's degree required: Master's degree or equivalent experience in nonprofit management or related field preferred.
- Minimum of 5 years of management experience.
- Strategic thinking with a focus on growth, stability and impact.
- Strong leadership skills with the ability to inspire and manage a diverse team.
- Demonstrated success in fundraising and donor development with experience in securing major gifts, grants, sponsorships and planned gifts helpful.
- Experience in financial management and operational processes.
- Exceptional communication and interpersonal skills, including public speaking and writing.
- Proven ability to build relationships with community leaders, donors and partners.
- Ability to recruit and encourage volunteers.
- Knowledge of nonprofit governance and best practices in board and staff relations.
- Highly organized with the ability to manage multiple projects and priorities.
- Strong problem-solving and decision-making abilities.
- Knowledge of cancer care, patient support, and the challenges faced by those affected by cancer or other serious health condition a plus.

Compensation and Benefits:

- Competitive salary, commensurate with experience.
- Benefits include health insurance, life insurance, retirement plan, and paid time off.

Interested candidates should email a resume, cover letter and at least 3 references to Beth Hamil at BHamil@CancerSupportET.org. Applications will be accepted until 5:00 p.m. on March 21, 2025.