

Executive Director

Friends After Diagnosis (FAD), a non-profit organization serving Treasure Coast women with cancer, is seeking an Executive Director (ED) to guide its continued growth and organizational maturity. This is a contract position requiring approximately 30 hours per week on average annually, with greater responsibility September through April, including occasional evenings and weekend days. Reporting to the Board of Directors, the ED will have overall strategic and operational responsibility for FAD's programs, financial viability, expansion, volunteers, contracted staff, and execution of its mission.

Job Responsibilities:

- Ensure ongoing programmatic excellence and consistent quality of finance and administration, fundraising, communications, and systems; recommend to the Board of Directors timelines and resources needed to achieve strategic goals
- Ensure effective systems to track and evaluate programming to generate data on successes that can be communicated to the Board, funders, and other constituents
- Actively engage and energize FAD volunteers, Board members, event committees, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Directors, seeking and building involvement with strategic direction and fundraising
- Planning and administration of annual budget
- Secure donation and/or grant funding of at least \$100,000 annually to support programming, operations, and expansion
- Serve as FAD's primary spokesperson to organizational constituents, media, and the public
- Maintain a media presence for FAD including listings of support group meeting times and feature stories about wellness programming and special events
- Continue FAD's weekly e-mail communications with clients via MailChimp or other platform
- Maintain the FAD website
- Maintain existing and build new relationships with community partners in FAD programming

- Supervise and collaborate with staff and volunteers
- Strategic planning and implementation
- Oversee Board and FAD committee meetings
- Oversee marketing and other communications efforts
- Review and approve contracts for services
- Other duties as assigned by the Board of Directors

Professional Qualifications:

- Bachelor's degree
- A record of transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Experience and comfort with public speaking
- Proven budget management skills including budget preparation, analysis, decision-making, and reporting
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Ability to convey the Friends After Diagnosis (FAD) vision to staff, Board members, volunteers, and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Proven experience researching grant opportunities, writing grant proposals, and securing funding
- Skills to collaborate with and motivate Board members and other volunteers
- Excellent written and oral communications skills
- Proven media relations experience
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff and volunteers

Compensation for this position will be commensurate with experience and other qualifications. The employment contract can be terminated at any time by either party for cause.

Application Instructions:

Submit cover letter, resume, and three business references to larrymacke@bellsouth.net. Applications will be reviewed on a rolling basis.