

## **EXECUTIVE DIRECTOR, SUSAN G. KOMEN FOR THE CURE NORTH JERSEY AFFILIATE**

Full-time position

Salary Range: \$90,000 - \$100,000

Susan G. Komen for the Cure is the global leader in the fight against breast cancer, and is the trusted breast cancer resource for patients and their families. The North Jersey Affiliate (the "Affiliate") is part of a global network of affiliates.

For the past 13 years, the Affiliate has been working in the 9-county northern New Jersey region to provide critically-needed resources for patients affected by breast cancer and their families and friends. Since 1997, the Affiliate has given out more than \$11 million for local screening, education and treatment programs. The Affiliate dedicates 75% of the funds raised in its service area to support the critical needs in this geographic area. The remaining 25% of net revenue supports the *Komen National Research Grant Program*. The nine counties supported by the Affiliate are: Bergen, Essex, Hudson, Morris, Passaic, part of Somerset, Sussex, Union and Warren.

The Executive Director of the Affiliate reports to the Board of Trustees. The Executive Director is responsible for the management of the Affiliate and the programs it supports in its service area. This includes development and implementation of an annual operating plan for the Affiliate based on the strategic plan; management and evaluation the staff; establish budgets and plans to achieve financial goals; serve as a principal representative of the Affiliate in articulating its positions and objectives to key constituencies; engage with and provide guidance to volunteers and committees, and work with the Board and staff to ensure that the Affiliate is in good financial health and operating in compliance with Komen National guidelines and policies. The Executive Director will position the Affiliate for future growth and success.

### **Responsibilities**

#### **1. Organizational Management** (40% weighted value of job)

- Establish, develop and effectively manage annual operating plan (annual financial/programmatic goals and objectives for the Affiliate) based on the goals of the Affiliate's strategic plan; report progress to the Board on a monthly basis, and more frequently as needed.
- Develop and manage annual budget with Finance Manager and Treasurer.
- Create and maintain sound financial practices, including annual audit, in collaboration with Finance Manager and Treasurer, to meet obligations and expectations of Komen National.
- Oversee all Affiliate programs and initiate/participate in collaborations with key constituencies to advance the mission and maximize resources.
- Oversee the recruitment, hiring, training and, when necessary, the discharge of staff.
- Establish administrative policies and procedures for staff.
- Administer an effective human resources program that includes position descriptions, performance standards, performance appraisals and compensation system.
- Implement a committee structure that involves Trustees, staff and volunteers; oversee activities to ensure alignment with annual plan.
- Oversee development of bi-annual Community Profile and execution of annual community Grants Program.
- Develop and maintain policies and procedures to ensure compliance with Komen National's Affiliate Agreement, and other applicable laws and regulations. Ensure compliance with the Affiliate's By-laws and recommend changes to the Board as warranted.
- Ensure office facilities, systems and technology are safe and adequate for efficient operations.
- Manage submission and maintenance of required records and reports.
- Benchmark and implement best practices to ensure staff, operations and procedures are optimized.

#### **2. Relationship Management** (20% weighted value of job)

- Own and manage the relationship with the Susan G. Komen for the Cure's national office in Dallas, TX.
- Interface with donors and volunteers to encourage confidence in and continued support of the Affiliate.

- Maximize involvement of Medical Advisory Board and Community Advisory Council.
  - Seek ways to collaborate with Central/South Jersey Komen Affiliate and other Affiliates in the metro area to advance mission and increase impact in NJ.
  - Meet with and establish a working relationship with executives from philanthropic and other organizations to further the goals and objectives of the Affiliate.
- 3. Fundraising and Development** (20% weighted value of job)
- Work with Founder & Chief Development Officer on the development and implementation of a comprehensive fundraising and sponsorship plan, including specific financial goals and benchmarks.
  - Work with Founder & Chief Development Officer and the Board to identify potential partnerships and fundraising opportunities.
- 4. Communication, Advocacy and Education** (20% weighted value of job)
- Oversee development of annual outreach, education, advocacy and communications plans that are aligned with annual operating plan priorities.
  - Act as a principal spokesperson for the Affiliate.
  - Raise the profile, enhance the image and heighten the awareness of the Affiliate's needs and accomplishments through various communications vehicles.
  - Develop opportunities to raise awareness of the Affiliate's work.
- 5. Other Duties as Assigned/Needed**

## Minimum Qualifications

### Education:

Bachelor's degree required, advanced degree desirable.

### Experience:

- Minimum 10 years of leadership and management experience.
- Demonstrated success in motivating, managing and leading a professional staff.
- Demonstrated experience in all aspects of financial management.
- Demonstrated abilities in project management and team building.

### Skills, Knowledge and Abilities:

- Excellent interpersonal, presentation, verbal, and written communications skills.
- Ability to establish/manage priorities and to meet deadlines.
- Sensitivity to and ability to work with underserved and cross-cultural individuals and communities.
- Keen ability to problem solve and think creatively.
- Experience in reporting to a Board of Trustees and building board relations is desired.
- Working knowledge of philanthropic and economic trends affecting the nonprofit community.
- Ability and desire to keep current with breast cancer research, medical development, breast health resources and needs.
- Ability to motivate and appropriately utilize volunteers.
- Skills in using major software programs such as Word, Excel, MS Outlook etc. as well as an appreciation for the role of technology in the successful management of a nonprofit organization.
- Ability to work evenings and weekends, as needed.

**To apply for this position, please send a cover letter and resume to the Search Committee via email: [edsearch@komeennorthjersey.org](mailto:edsearch@komeennorthjersey.org)**

*The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*