



## Executive Director, Carolina Breast Friends Inc. Position Description

---

The Executive Director is the key management leader of **Carolina Breast Friends**. Carolina Breast Friends is a nonprofit whose mission is to support, encourage, and empower those in our community who are affected by breast cancer. The Executive Director is responsible for overseeing the administration, operations, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### General Responsibilities

- 1) **Board Governance:** Works with board in order to fulfill the organization mission.
  - A. Responsible for leading Carolina Breast Friends in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - B. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
  
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
  - A. Responsible for fundraising and developing other revenues necessary to support Carolina Breast Friends' mission.
  - B. Responsible for the fiscal integrity of Carolina Breast Friends, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - C. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
  
- 3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
  - A. Responsible for implementation of Carolina Breast Friends' programs that carry out the organization's mission.
  - B. Responsible for strategic planning to ensure that Carolina Breast Friends can successfully fulfill its Mission into the future.
  - C. Responsible for the enhancement of Carolina Breast Friends' image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- A. Responsible for the hiring and retention of competent, qualified staff.
- B. Responsible for effective administration of Carolina Breast Friends' operations and facilities oversight of organization's offices known as "The Pink House."
- C. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

### **Actual Job Responsibilities**

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Execute planning and operation of annual budget.
- Serve as Carolina Breast Friends' primary spokesperson to the organization's constituents, the media, and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Carolina Breast Friends' Mission.
- Engage in fundraising and developing other sources of revenue.
- Oversee marketing and other communications efforts.
- Oversee organization Board and committee meetings.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Active ambassador for key events, including some third party events.
- Other duties as assigned by the Board of Directors.

### **Professional Qualifications Needed**

- Transparent and high integrity leadership.
- Possess a growth mindset.
- Five or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Demonstrated ability to lead, mentor/coach, and collaborate with staff.
- Demonstrate a working knowledge of technology and software platforms used to monitor, report, and evaluate financials and donor management platforms.
- Ability to maintain schedules and communications using technology and teleconferencing platforms.

- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Excellent project management skills with the ability to establish processes and procedures.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

### **Salary**

\$90,000 - \$100,000 annually, commensurate with experience. Also includes a competitive benefit package.

### **Applicant Instructions**

- All inquiries and applications are to be directed to [PMA Consulting: search@pattonmcdowell.com](mailto:search@pattonmcdowell.com).
- Applications should include a cover letter, resume, and three professional references. The cover letter should not be the body of the email. All files should be saved with the applicant's first and last name and document type (e.g., Jane Smith cover letter, Jane Smith resume, etc.).
- Please indicate in the subject line the position and organization to which you are applying (i.e., Executive Director, Carolina Breast Friends Inc.).
- No phone calls or in-person visits, please.
- Note that only those candidates invited to screening will be contacted.