

JOB PROFILE: Executive Director

JOB PURPOSE: The Executive Director is responsible for the successful day-to-day management of the Association according to the strategic direction of, and in collaboration with, the Board.

REPORTS TO: ThyCa's Board of Directors

PLACE OF WORK: Home or donated office space; some travel. Regular weekday hours, plus some evening and weekend hours.

DUTIES AND RESPONSIBILITIES

General Management:

- a. Focus the energies and priorities of ThyCa with the Board and volunteers to implement ThyCa's vision and strategic plan for services, research advocacy, and constituents.
- b. Establish and implement plan to grow services and resources to reach a higher percentage of thyroid cancer patients, including underserved populations, and to raise public awareness of thyroid cancer. Review and recommend additional programs, as appropriate, to strengthen ThyCa's services.
- c. Work to strengthen, extend, and increase ThyCa's visibility, alliances, and representation at major meetings; and among patient, health professional, and community organizations to further ThyCa's missions.
- d. Communicate on behalf of the Board to internal and external stakeholders, including medical professionals and the media.

Operational Management:

- a. Manage operations, logistics and supplies coordination, and technology enhancements to streamline efforts, support volunteers and enhance their effectiveness, and ensure efficient and effective day-to-day operations in accordance with policies established by the Board. Serve as central resource and communications link for board, committees, and key external partners to ensure timely coordination.
- b. Oversee volunteer talent management, recruitment, training, service, succession planning, and building effective committees to fuel service growth.
- c. Oversee planning, implementation, and strengthening of support services, educational resources including quarterly newsletter, and planning and implementation of workshops and conferences.
- d. Ensure that corporate records are securely stored, and that privacy/confidentiality is maintained. Ensure compliance with all applicable Federal and State laws; with board, enlist outside expertise as necessary to ensure sound organizational management and appropriate insurance and risk management.
- e. Foster effective teamwork among the Board, its Committees, and Executive Director. Attend board meetings; maintain communications both with Board Chair as liaison and with all board members and committee chairs.

Financial Management:

- a. Work with ThyCa Finance Committee to prepare comprehensive annual budget. Manage and administer the approved budget and oversee fiscal responsibility to ensure cost control and efficient operations.
- b. Work closely with the designated accounting firm to coordinate the annual financial audit and with the ThyCa Treasurer to ensure that accurate financial records are maintained and reported to the Board.
- c. Negotiate in-kind donations and vendor discounts, including supplies, printing, technology, expert consultation and services, conference space, and exhibit booths.
- d. Strengthen development efforts, particularly grants and major gifts. Actively research, oversee, and lead in the development of sources, plans, proposals, and implementation of fundraising from individuals, organizations, and grantors.

Relationships and Feedback.

- a. Give periodic informal feedback to the Board about activities and progress; ensure that the Board receives monthly written reports regarding services, programs, coordinator/committee

efforts, plans, and progress.

b. Receive periodic informal board feedback through the Board Chair, plus annual review, by the Board or a Committee composed of Board officers and board committee coordinators, of the following: (1) job performance and progress toward ThyCa's goals in support services and outreach activities, in line with policies and strategic plan, and (2) the potential need for modification of the job description to make the position more effective given changing organizational needs and growth.

QUALIFICATIONS

- a. Five or more years experience in volunteer-based non-profit management and development; in volunteer team-building and coordination; and in collaboration and partnering with volunteer boards and committees; or comparable experience.
 - b. Volunteer service with ThyCa strongly preferred, together with willingness to continue a previous ThyCa volunteer role.
 - c. Passion for ThyCa mission and volunteer services; an informed, enthusiastic, and proven supporter who will champion the organization and its mission.
 - d. Human relations skills: Demonstrated leadership experience, success with volunteer recruitment, volunteer coordination, team building, training, and encouragement. Strong verbal and written communication skills, with individuals and small and large groups. Persuasive negotiation and speaking skills. Collaborative team working style with ability to relate effectively with people of varied ages from diverse backgrounds. Experience in building positive, long-term relationships with volunteers, professional organizations, community organizations, grantors, and other stakeholders by e-mail, phone, letter, and in person.
 - e. Excellent organizational and project management skills, including ability to manage multiple tasks effectively, meet deadlines, and communicate constructively under time pressure. Proficiency in using and enhancing technology to streamline work flow and support volunteer effectiveness. Proven leadership experience. Skill in event planning and management, developing in-kind donors and corporate sponsorships, strategic direction, practical oversight, and problem solving to meet new challenges.
 - f. Respect for lean financial operating environments, ongoing attention to cost efficiencies, and the necessity of balanced budgets. Strong attention to financial details and understanding of financial recordkeeping and reporting. Comfort with managing priorities in the face of competing agendas and voices.
 - g. Education and training to be considered. Bachelor's degree preferred. Technological proficiency and ability to quickly adapt new technology highly important.

Compensation to be determined, commensurate with affordability for ThyCa and the individual's experience.

TERMS

- a. The individual shall be paid an agreed-upon amount monthly based on a full-time management position with a flexible schedule that includes a combination of weekday office hours and evening and weekend hours to meet needs of the volunteer board and volunteer-coordinated committees. Office supply purchases, phone, and travel shall be reimbursed monthly. Ongoing feedback plus annual performance reviews, with potential modification of job description, will be conducted by the ThyCa Board. Compensation adjustments will be reviewed annually based on performance and ThyCa financial situation.
 - b. This job description is not intended to include all the duties an individual in this position might be asked to perform or all qualifications that might be required now or in the future. This document is intended to be a description of the position for the current situation of ThyCa at the time of the agreement between the Board and individual. Changes can and will be made, as appropriate, as the Association grows and changes. The Job Description will be reviewed at least annually and revised as necessary.