



Position Description

Position Title: Executive Director

Department: Administration

Position Reports to: Chairman of the Miles Perret Cancer Services (MPCS) Board

Essential Functions and Basic Duties

Scope of Position: The Executive Director position is responsible for overseeing all aspects of the day-to-day operations of MPCS including client relations, services and programs, staff, budget, fundraising, volunteers, data, I.T., contracts, community relations, and strategic planning and execution for the organization.

This position facilitates services and program development, fundraising event planning and execution, grant writing, and consistently advocates for the MPCS organization. The Executive Director is required to foster positive relationships with clients, staff, Board of Directors, donors, volunteers, and the community at large to support the needs of cancer patients and their families in the defined service area. The Executive Director will provide leadership, support, and resources for services and programs consistent with MPCS's approach to those fighting and surviving cancer.

Administration:

- Administers and directs staff of Miles Perret Cancer Services
- Supports the Board in setting, clarifying, and evaluating goals and objectives
- Assists the Board in developing strategic short- and long-term plans, policies, and procedures
- Implements the organization's goals, objectives, strategic plans, policies, and procedures
- Prepares and submits timely reports to the Board, Board committees, contributors, and all other appropriate agencies

Staff Management/Development:

- Implements staffing levels determined and approved by the MPCS Board of Directors
- Effectively hires newly created positions or fills staff vacancies
- Promotes cooperation and teamwork among staff; establishes high standards of conduct and job performance for team members; delegates work; leads by example and manages conflict, as required
- Ensures that job descriptions are developed, and that regular performance evaluations are held and documented
- Provides training to encourage competency and skill development
- Through personal performance, instills the feelings of trust, dependability, and stable work environment to encourage staff productivity
- Empowers team members to execute roles and assigned tasks in a mature fashion
- Assures decisions made by staff reflect the organization's goals, procedures and are consistent with the strategic plan and vision
- Fosters open and honest communication
- Shares success and rewards

Services and Program Management:

- Efficiently operates programs in accordance with good business practices and to support the mission of Miles Perret Cancer Services

- Seeks new services and program opportunities and develops them as directed by the Clinical Advisory Committee
- Provides leadership for the services and program planning process
- Ensures that a written strategic plan is utilized, including measurable goals and objectives consistent with the organization's mission
- Interacts personally with clients of the MPCS to foster good client relations and to directly stay abreast of client needs
- Charged with creating an atmosphere at MPCS that is warm, welcoming and is conducive to the healing process for cancer patients and their families

Financial Management:

- Responsible for day-to-day financial operations of the organization
- Ensures that MPCS is meeting client needs and being managed to financial objectives/budget
- Ensures MPCS compliance with all grant and fund requirements and other administrative, fiscal, and legal responsibilities
- Assists in the development of annual budget; manages the budgeting process and maintains awareness at all times of the organization's cash flow position and apprises the Board of the same.
- Ensures that funds are disbursed, and financial records kept in accordance with reporting requirements and donor designations.
- Maintains official records and documents
- Provides oversight to assure organization's financial statements are accurate

Board of Directors Relationship:

- Responsible to the MPCS Board of Directors for implementing Board policy and assure the goals and objectives of the Board are met
- Work with Board volunteers to build and maintain a vital committee structure through which to accomplish MPCS objectives
- Assure staff assistance to the Board to maximize its effectiveness in achieving the MPCS's goals, support its mission and achieve its vision

Volunteer Management:

- Provide guidance to staff and volunteers to ensure that roles and responsibilities are defined within a healthy, team based, organization
- Ensures organization follows an established process for recruitment, orientation, training, and recognition of all volunteers
- Fosters open communication of information and decisions volunteers and staff
- Ensures volunteers are recruited and utilized in a fashion that minimizes need for additional staff

Fundraising:

- Solicits contributions from individuals, groups, and corporate entities to support the financial needs of MPCS
- Assists Games of Acadiana/GAA, Camellia Crossing and Triathlon annual fundraising campaigns by fostering and developing sponsor and donor relations
- Establishes positive relationships with and proactively provides MPCS information to sponsors, private and public donors to facilitate all fundraising activities
- Supervises the writing of proposals/grants to be submitted to prospective contributors; provides status of grant submissions to the Board of Directors
- Ensure proper staff and support for all fundraising activities. Facilitates the development of new fundraising events/activities as needed

Community and Public Relations:

- Serves as an effective spokesperson for the organization. Represents the programs and perspectives of the organization to clients, sponsors, donors, agencies, organizations, and the public
- Serves in a proactive manner to promote MPCS to the media and public
- Assures that all staff members and volunteers are sensitive to the community and individuals served

Visionary:

- Works with the Board of Directors in developing a compelling vision of a "future" MPCS, Develops a strategy for achieving said vision

- Maintains and utilizes a working knowledge of significant developments and trends in area dealing with cancer patients in all phases of the disease and survivorship

Qualifications: Demonstrated experience in the following areas:

- Collaboration with the Board of Directors to identify, create and implement strategies to accomplish organizational objectives.
- Develop the organizational culture and promote trust, transparency, and teamwork throughout the organization.
- Develop partnerships and relationships with organization's sponsors, donors, supporters, and community.
- Identify potential risks and opportunities with the organization and its environment to protect MPC's interests.
- Identify, recruit, train and develop a talented team of employees.
- Monitor company operations and ensure employees and business practices comply with regulatory and legal requirements.
- Effectively manage the MPC's profit and loss budget consistent with established objectives.
- Represent the organization within the community in ways that strengthens the brand and communicates the mission