Executive Director, Cancer Foundation for New Mexico (CFFNM); Santa Fe, NM

Job Summary:
Chief Executive is responsible for the overall administration and management of the Cancer Foundation for New Mexico, a 501(c)3 with an annual budget of $1.3 million dollars, providing support services to ensure lower-income cancer patients in northern New Mexico can access treatment in Santa Fe. Primary areas of responsibility include long-term strategic planning, fundraising, business operations, and patient services programs.

The Chief Executive works in partnership with the Board of Directors to provide strategic leadership, vision, and direction for the organization. Responsibilities include the management of staff, contractors and volunteers; leadership for all fundraising efforts, including the annual Sweetheart Auction event (to fund operations) and the Supper Club (to fund the endowment); oversight of all fiscal operations, including development of the operational budget; implementation of organizational policies and procedures; patient services programs; and oversight of all day-to-day operations. Current direct reports include the Director of Development, the Patient Services and Volunteer Coordinator, Marketing and Event Coordinator, Development Specialist, and the Office Administrator. Third-party contractors are brought in as needed to execute bookkeeping functions, serve as professional support group leaders for the Foundation’s seven Support Groups, and provide marketing/communications efforts for the Sweetheart Auction. In addition the Foundation has over 30 chemotherapy room volunteers and over 100 volunteers who support the Sweetheart Auction.

Essential Functions and Responsibilities:

- Responsible for the organization’s consistent achievement of its mission and objectives.
- Develop, implement, and evaluate existing/new programs and services that support the mission.
- Analyze industry and patient trends to forecast future needs and ensure CFFNM is well-positioned to provide those services.
- Manage overall operations of the organization and ensure ongoing funding to meet annual obligations.
- Work closely with the Board to grow endowment fund to ensure future growth of programs.
- Work closely with Board Chair, and other Board members, in leading fundraising efforts, personally cultivating and soliciting donors, supervising development staff, and implementing fundraising plans and policies.
- Inspire and motivate engagement with donors.
- Lead management of the annual Sweetheart Auction, the largest source of income for the organization. Supervise event planners, Foundation staff, Board members and volunteers. Evaluate and develop strategies to increase revenue each year. Solicit high end sponsorships.
- Lead the staff and Board in developing a realistic annual budget and execute financial decisions consistent with the budget as approved by the Board.
- Ensure timely internal financial statements are provided to the Finance Committee, comparing performance to budget and to previous year. Engage the Board in strategic discussions about financial stability and sustainability.
- Plan for adequate cash flow to cover operational needs.
- Develop and maintain a staffing structure that supports the efficient and effective delivery of programs and services.
- Serve as active member of Executive Committee and Ex Officio member of all Board Committees.
- Ensure compliance with all local, state and federal legal requirements.
- Build positive relationships with Core Support Partners, Oncology service providers, policymakers, community partners, media and others.
• Ensure all communication is consistent with the priorities and mission of the organization.
• Oversee all written communication, including Annual Report, brochures, fundraising materials, patient communications, etc.
• Represent the “face” of the organization in oral communications to the press, donors, patients, the medical community, at public events, etc.

**Required Qualifications**

• Bachelor’s degree required; Master’s degree a plus.
• Nonprofit or corporate management required. Background in healthcare management a plus.
• Required minimum of 10 years related work experience.
• Knowledge of nonprofit organizations and demonstrated ability to work with a Board of Directors, staff and Volunteers.
• Experience in program development and management.
• Knowledge of fundraising and development practices.
• Proven leadership skills, ranging from strategic leadership to task management.
• Experience/skill in financial management, including P&L development/management, budgeting, and nonprofit financial statements/requirements.
• Experience in long-term, strategic planning.
• Experience in managing multiple direct reports and complex projects.
• Possess excellent interpersonal, written communication, and oral presentation skills.
• Demonstrate substantive knowledge of the Cancer Foundation’s programs and services.
• Willingness to put in additional hours as needed to ensure success of major Fundraising events.

Salary commensurate with experience and local competitive market place. Salary supplemented by added compensation plan tied directly to achievement of development goals.

**Submit resume and cover letter by April 3rd, 2020:**
Cancer Foundation for New Mexico

careers@cffnm.org