

## World Child Cancer USA Executive Director Job Description

The Executive Director is the key management leader of World Child Cancer USA. The primary role of the Executive Director is **fundraising**. Other duties include administration, strategic planning, marketing, and outreach. The position reports to the Board of Directors and directly reports to the Chair of the Board of Directors.

World Child Cancer USA is currently based out of the Posner Center for International Development in Denver, Colorado. The position can work remotely and requires frequent national and occasional international travel.

### GENERAL RESPONSIBILITIES:

**1) Fundraising and Financial Performance:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other resources and partnerships to meet the budget and support World Child Cancer USA's mission.
- Responsible for the fiscal integrity of World Child Cancer USA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- 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.

**2) Board Governance:** Works with board in order to fulfill the organization's mission.

- Responsible for leading World Child Cancer USA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- 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.

**3) Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of World Child Cancer USA's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that World Child Cancer USA can successfully fulfill its Mission into the future.
- Responsible for the enhancement of World Child Cancer USA's 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 deploys appropriate resources to optimize operations of the organization.

- Responsible effective administration of World Child Cancer USA operations.
- Responsible for the hiring, development and retention of competent, qualified staff, volunteers, and interns.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

### **Job Responsibilities Include:**

1. Leading the planning and implementation of fundraising strategy.
2. Leading the planning and operation of annual budget.
3. Leading strategic planning and implementation.
4. Serving as World Child Cancer USA's primary spokesperson to the organization's constituents, the media and the general public.
5. Establishing and maintaining relationships with various organizations throughout the state, US, and internationally, and utilize those relationships to strategically enhance World Child Cancer USA's Mission.
6. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
7. Reporting to and working closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of World Child Cancer USA.
8. Supervising and collaborating with staff, interns, and volunteers.
9. Overseeing organization Board and committee meetings.
10. Overseeing marketing and other communications efforts.
11. Reviewing and approving contracts for services and memorandums of understanding.
12. Other duties as assigned by the Board of Directors.

**Compensation:** \$70,000-\$80,000 depending on qualifications and experience plus health insurance.

**How to Apply:** Please send a resume and cover letter outlining your fit with this position to [erin@worldchildcancer.us](mailto:erin@worldchildcancer.us). Applications without a detailed cover letter will not be considered. Please indicate "Executive Director" in the email subject line. This position starts in January, and interviewing will commence immediately.

**About World Child Cancer:** World Child Cancer is now registered to raise funds in USA, United Kingdom and Netherlands. The charity was started 10 years ago and reaches out to 5,500 children in the Developing World annually. This is just a small proportion who the 300,000 that develop cancer annually. Survival rates in the Developing World are no more than 10% whereas in the USA and the developed World 80% survive. We therefore have a lot more to do and raising funds in the USA is a very important element of that. The work of World Child Cancer received a major boost in August 2018 when the World Health Organization (part of United Nations) declared that increasing survival of all Children around the World that develop Cancer to 60% by 2030, was now one of their priorities. This should allow World Child Cancer to access funds that were previously not available.

World Child Cancer USA improves cancer diagnosis, treatment, and care for children in the developing world, where 80% of children with cancer reside. We do this by partnering hospitals in high-income countries with those at our projects in developing countries. By providing training for local nurses, social workers, and doctors, we have been successful in raising survival rates from less than 10% to 60% where we work. Currently, we operate 9 projects around the developing world. We also work with Project C.U.R.E. to provide needed project supplies to our partner sights. To find out more information about our work, please visit [www.worldchildcancer.us](http://www.worldchildcancer.us).

