

KOYA

LEADERSHIP
PARTNERS

POSITION PROFILE



Executive Director

December 2017

Women's Cancer Resource Center
Executive Director
Berkeley, CA

ABOUT THE WOMEN'S CANCER RESOURCE CENTER (WCRC)

History

Women's Cancer Resource Center helps women with cancer improve their quality of life through education, supportive services, and practical assistance.

The organization helps people with cancer navigate through the often overwhelming health care system so that patients get the appropriate care and treatment.

WCRC provides information on cancer prevention and early detection and helps clients cope with the disease and treatment, as well as the challenges of caring for someone with cancer. The organization serves people with any cancer from all backgrounds, economic abilities, and ethnicities. Their clients include people with new diagnoses, in remission/survivorship, living with metastatic disease, and those receiving end of life care.

WCRC primarily serves women with cancer, but many of the organization's wellness programs are available to everyone, regardless of gender, and whether or not they have cancer. Key to our mission is patient advocacy and advancing social justice through everything we do.

Program

All WCRC programs and services are free, and include:

- Referrals to community resources in English and Spanish
- Wellness workshops
- Patient navigation services in English and Spanish
- In-home support
- Psychotherapy and support groups
- Emergency financial support

Mission Statement

Women's Cancer Resource Center creates opportunities for women with cancer to improve their quality of life through education, supportive services, and practical assistance.

Vision

We envision a world in which all women with cancer receive medical care, education and support, enabling them to survive, thrive and advocate for the changes needed to achieve a cancer-free society.

WCRC is a learning organization committed to providing client-centered, compassionate, accessible services in a supportive and inclusive environment. We will infuse cultural humility principles and practices into all levels of our work.

Cultural humility is a path to equity. It incorporates a lifelong commitment to self-awareness and mindful evaluation in order to redress power imbalances and to develop mutually-beneficial relationships. This work happens at the individual, community and organizational levels.

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THE OPPORTUNITY

The Women's Cancer Resource Center (WCRC) has engaged Koya Leadership Partners in the search for a new Executive Director to take on the leadership of the organization. This leader will serve in a key leadership role in guiding the organization's future vision, including expansion. WCRC is seeking a passionate, inspirational, and fund-raising-oriented leader who is committed to advancing their mission of creating opportunities for women with cancer to improve their quality of life through education, supportive services, and practical assistance. The Executive Director will have a deep fundamental commitment to equity, diversity and inclusion.

Reporting to and collaborating with a highly-engaged board of directors, the Executive Director will build on a strong foundation and community support; design and execute WCRC's goals and strategies with an eye toward future innovation; provide overall management and direction of the organization; lead expanded fundraising, grant writing, and donor-development efforts; create and manage organizational budgets; and oversee organizational budgeting.

Key Responsibilities

- **Fund Development.** Working with the Development Manager to expand a diverse revenue stream; raising \$1.9 million to complete the capital campaign to complete funding for a newly purchased building; identifying, soliciting and securing foundation grants and establishing funding partnerships; leading major donor cultivation and stewardship; collaborating with the board of directors to establish corporate funding partnerships; and supporting sourcing and writing of grants.
- **Organization Goals and Strategy.** Working with the board and management team to create and follow WCRC's strategic and annual plans and using data to monitor organization's performance; identifying and maintaining relationships with strategic community partners and stakeholders; identifying and pursuing opportunities to promote WCRC's goals and client services; and integrating emerging innovations in cancer support into organizational strategies and programming.
- **Organization Leadership and Management.** Collaborating with the Program Director and Administrative Director to lead the organization; recruiting, developing, and evaluating staff; ensuring compliance with laws and standards of ethical behavior and adherence to WCRC's ethos of respect for diversity and cultural humility in all aspects of our work; collaborating with the board on organization policies; facilitating interaction between board and staff; and facilitating board governance responsibilities, including actively participating in board meetings.
- **Public Relations and Community Development.** Advocating on behalf of the organization with community groups and local organizations; leading WCRC's external communication efforts; and developing and maintaining relationships with local private and public organizations and agencies.
- **Administration and Financial Management.** Leading all aspects of financial and human resource management, partnering with the Finance Manager and Board Treasurer, developing and monitoring a collaborative budgeting process; reviewing and streamlining policies and procedures, supervising production of proposals, reports, and other external communications;

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overseeing day-to-day organization operations; and supervising accounting and financial management activities to ensure accurate record-keeping and internal financial controls.

CORE COMPETENCIES

In addition to a strong commitment to the mission, vision, and values of the Women's Cancer Resource Center, the Executive Director will have a deep and demonstrated commitment to diversity, equity, and supporting under-served populations and experience with a high-functioning non-profit organization or in the healthcare private sector. With a proven track-record of success in development and/or sales, this leader will have demonstrated excellence in written communication and interpersonal relations. This leader will be a natural team player and have exceptional work planning, time-management, and organizing skills alongside demonstrated success in problem-solving and innovating processes through effective teamwork.

The ideal candidate will have a Bachelor's degree with a post-bachelor's or certification in a related field preferred, and 8-10 years of progressively responsible work experience, including at least five years of experience in one or more leadership roles. The successful candidate will have the following professional competencies and personal characteristics:

Passion for the Mission and for Women's Health: The Executive Director will have a passion for the mission and community of WCRC, supporting women and families undergoing treatment, and advocating and providing for high quality of life for members. With a clear vision and a genuine commitment to the community, this leader will establish strong connections to WCRC's families and community partners. The Executive Director will be an empathic leader and a clear advocate for equity and inclusiveness, treating others with respect.

Expertise in Development and Fundraising: The Executive Director will be a versatile and experienced fundraiser with a measurable track record of success in development, ability to diversify the fundraising stream, and the expertise and mindset to build strong relationships within the community. This leader will have experience with various fundraising and communications channels, including capital campaigns, and the ability to provide high-touch engagement with all of the organization's constituents. The Executive Director will be a flexible, confident and self-motivated thought partner who will work with the Development Manager and Board in creating and executing on the Development Plan.

Strategic Leadership, Management and Operational Expertise: The Executive Director will be a strong and experienced organizational manager, able to strategically problem-solve with the foresight, capacity, and results-driven mindset to balance complex and discrete needs. Entrepreneurial and decisive, able to inspire, empower and provide focus for a high-performing team, this individual will bring to life WCRC's vision in a way that engenders broad support. This leader will be able to respectfully challenge the status quo with an inclusive approach and have the flexibility to provide stability and manage situations when circumstances and priorities shift. With a credible knowledge of a combination of health, mental health and business operations, the Executive Director will accept and seek feedback from those with specific expertise, fostering a culture of accountability and support.

External Relations and Communication: A passionate, proactive advocate for the organization, the Executive Director will be the primary ambassador for the organization in working within the community, communicating across the organization and externally, and guiding marketing and messaging. The

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Executive Director will be a natural and proactive communicator who inspires confidence through transparent and competent decision-making. This leader will be adept at building and sustaining excellent relationships with highly engaged Board members, community leaders, and peers, harnessing their networks in support of WCRC.

Relationship Building & Collaboration: This leader will be an empathic and warm listener and a skilled collaborator. The Executive Director will endeavor to connect, build bridges and sustain excellent relationships with families, community members, potential partner organizations, and team members. The Executive Director will build connections and strong working relationships with team members, with a nuanced and balanced understanding of individual working and learning styles. With high emotional intelligence, the Executive Director will delegate and coach appropriately, and inspire trust through transparency and openness. Calm under pressure, this leader will promote dialogue with team members to identify areas of focus. This leader will be proactive in addressing the socio-emotional impacts of change.

CONTACT

The Women's Cancer Resource Center has engaged Koya Leadership Partners to help in this hire. This search is being led by Medelene Beasley and Michelle Bonoan. Please submit a compelling cover letter and resume [here](#), or email Michelle and Medelene at the following:

Medelene Beasley
Principal

mbeasley@koyapartners.com

Michelle R.S. Bonoan
Managing Director

mbonoan@koyapartners.com

An Equal Opportunity Employer: WCRC does not and shall not discriminate in employment on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

ABOUT KOYA LEADERSHIP PARTNERS

Koya Leadership Partners is a national retained executive search and human capital-consulting firm that works exclusively with nonprofits and social enterprises. We deliver measurable results, finding exceptionally talented people who truly fit the unique culture of our client organizations and ensuring that organizations have the resources and strategies to support them. For more information about Koya Leadership Partners, visit www.koyapartners.com.