



Cancer Support Community Montana	Position Summary
Position Title: Chief Executive Officer (CEO)	FLSA Status: Exempt
Reports To (Title): Board of Trustees Chair	Position Status: Full-time
Prepared By: Associated Employers	Revision Date: November 2023

**Job Summary:**

Reporting to the Board of Trustees, the CEO will be based at the organization's offices in Bozeman, Montana and have overall management responsibility for a growing impactful organization that aims to provide cancer support services to the entire state of Montana with a \$1,200,000 annual budget, and 10+ employees.

Combining inspirational leadership and sophisticated management abilities, they will advance the organization in terms of culture, capability, processes, and impact. The CEO will inspire innovation and ensure that the organization is continually well equipped to advance its mission of uplifting and strengthening people impacted by cancer by providing support, fostering compassionate communities, and breaking down barriers to care.

This full-time position is for immediate hire onsite in Bozeman with moderate travel throughout the state to chapter and outreach locations and to national meetings held by CSC Headquarters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:****Executive Leadership and Organizational Management**

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board of Trustees.
- Present strategic options and plans for organization impact and gain Board of Trustee approval as needed to carry out the work of the mission of the organization. Contribute to the strategic plan and drive its implementation.
- Develop strategies and partnerships to expand programs and services across Montana to include Indigenous people as well as rural and frontier communities.
- Perform general management duties and oversee the day-to-day operations of the organization and ensure its overall successful long-term operations.
- Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, fundraising, and to effectively fulfill its important mission.
- Apply innovative thinking and performance measurements to analyze and support strategic decision-making.
- Continually foster a culture that encourages collaboration between departments and recognizes positive contributions.
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits.
- Inspire a business-oriented, professional, results-driven environment across the organization.
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders.

**Board Governance**

- Maintain regular and ongoing communication to build strong relationships with the entire Board of Trustees, providing leadership and support to members at all times.
- Communicate effectively with the Board of Trustees by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner.
- Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress.
- Collaborate with the Board of Trustees as needed to build consensus, remind of outstanding deliverables, and offer support.
- Implement Board policies and procedures and build support for Board of Trustees decisions amongst staff.
- Work closely and openly with the Board of Trustees and its committees, ensuring ongoing communication of risks, issues, as well as successes.

**Development and Fundraising**

- Drive development and fundraising in collaboration with the Development Directors, leveraging the Board as needed.
- Initiate, cultivate, and extend relationships with the organization's portfolio of individual, foundation, and corporate supporters.
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.

**Financial Management and Administration**

- Provide strategic leadership and hands-on management for all the administrative and operational functions of the organization in accordance with the mission, objectives, and policies.
- Prudently direct resources and manage all financials within budget guidelines and according to current laws and regulations.
- Responsible for the fiscal integrity of the organization.
- Monitor board-approved budget and manage daily financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization.
- Ensure maximum resource utilization, budget management, and maintenance of the organization in a positive financial position.
- Build and administer the annual budget, with Board approval.

**External Relations and Communications**

- Represent the organization and serve as chief spokesperson publicly at events, conferences, and partnership meetings.
- Present and promote the organization and its mission, programs, partners, and members in a consistently positive manner.
- Ensure high visibility to prospects and the public and build interest in engaged philanthropy.
- Manage all aspects of the organization's marketing and public relations.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree required plus a minimum of five years of prior experience as a CEO, Executive Director, or a related position at a nonprofit, foundation, government entity, or industry-related organization; or equivalent combination of education and experience to fully meet the obligations of the position.
- Proven experience executing organization growth and leading a similar or larger size successful nonprofit and/or related entity.

**MINIMUM QUALIFICATIONS (Cont.)**

- Experience with an organization of 10+ employees and \$1.2M budget is preferred.
- Proven experience in fundraising through diverse financial avenues including successful grant writing.
- Experience in working with indigenous, rural populations in a healthcare setting is preferred.
- Background in health and human services as well as cancer care is a plus.
- Master's degree in relevant field preferred.
- Strong business acumen and a history of providing visionary leadership at the executive level.
- Proven experience working with and leading a nonprofit Board and working with diverse groups of people.
- Working knowledge of diverse business functions such as Marketing, Public Relations, Human Resources, etc.
- Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams.
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills

**Physical Demands & Working Conditions:**

- Must travel on behalf of CSCMT meetings and other appropriate collaborative meetings. Incumbent is occasionally (15-45% of the time) exposed to on-street driving and moving vehicles with an overnight stay away from home.
- Work is primarily in an office environment. Incumbent must move, stand, bend, or kneel on an intermittent basis (less than 15% of the time). Frequently sit, with continuous full use of hands, repetitive movement, keyboarding, and clear vision, as well as speak and hear normal conversation.
- Requires high attention to detail (45-70% of the time) with frequent deadlines and intermittent (less than 15% of the time) moderate physical effort, moving or carrying 5 to 25 pounds, while intermittently working alone.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all the duties as outlined above.*

*I understand that **CSCMT** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

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Employee Signature/Date

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Supervisor Signature/Date