



BREAST CANCER  
RESOURCE  
CENTERS OF TEXAS

900 E. 30th Street, Suite 108 Austin, TX 78705 (512) 544-0900 phone (512) 544-0908 FAX [www.bcrc.org](http://www.bcrc.org)

AMENDED JOB POSTING

**Executive Director Breast Cancer Resource Centers of Texas**

**DATE POSTED:** April 15, 2010

**MONTHLY SALARY:** Commensurate with experience

**STATUS:** Full Time, Exempt

**LOCATION:** 900 E. 30th Street, Suite 108 Austin, TX 78705

**TRAVEL REQUIREMENT:** Travel up to 5% may include overnight stays

**GENERAL DESCRIPTION:** The BCRC is a centralized source of information, education, and support that empowers those affected by breast cancer to navigate through diagnosis, treatment, recovery and beyond as active, knowledgeable participants in their healthcare. The Executive Director provides leadership to BCRC regarding its mission, vision, and goals. The Executive Director also oversees all administrative, development, and programmatic activities of the organization and reports directly to the Board of Directors.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

Human Resources Management

- Build an effective team, focused on developing and meeting specific mission-driven goals through motivation and problem-solving
- Supervise staff in day-to-day operations of BCRC, including hiring needed staff, developing performance standards, monitoring work activities, and evaluating performance
- Establish clear goals and direction for staff according to BCRC mission and goals
- Set work priorities for staff, monitor progress, and meet with them on an as needed basis to discuss performance issues
- Establish and monitor work schedules, attendance, vacation schedules, and staff coverage
- Meet with managers and staff on a regular basis to ensure coordination of goals, objectives, and priorities
- Address performance deficiencies
- Plan and organize appropriate cross-training of staff
- Coordinate training opportunities to enhance professional development

Fundraising

- Lead a successful fund development strategy, focused on cultivation of individuals, corporations, and foundations
- Work closely with Board to maintain and increase current levels of giving while identifying new funding sources
- Submit and/or review appropriate fundraising proposals to the Board for consideration
- Maintain appropriate levels of fundraising records and documentation

Program/Financial Management

- Assure BCRC has long-range strategy that makes consistent and timely progress toward achieving its mission
- Provide leadership in working with the Board of Directors and staff to develop programs and organizational and financial plans, and carry out the plans and policies authorized by the Board
- Ensure the organization employs sound financial and administrative practices.

- Work with Treasurer and Board in preparing a budget and ensuring that the organization operates within that budget
- Keep Board fully informed on all important factors influencing the condition of BCRC
- Maintain official records and documents and ensure compliance with federal, state, and local laws and regulations
- Implement best practices and sound strategy to ensure appropriate management of BCRC resources

#### Public Outreach

- Raise the profile of the organization by actively and effectively representing the organization to funders, community leaders, and the community at large and implementing sound advocacy, marketing, and public relations strategies

### **MINIMUM QUALIFICATIONS:**

**Education:** Graduation from an accredited four-year college or university with a Bachelor's degree

**Substitution:** Related work experience may be substituted for education requirement on a year-for-year basis. Official college transcripts must be furnished at the time of the interview.

#### **Experience:**

##### **Required:**

- Minimum five (5) years experience in business management.
- Minimum five (5) years demonstrated fundraising success, including the ability to establish credibility with funders, granting organizations, and the community
- Minimum five (5) years experience in fiscal management and oversight, including budget, cash flow, and fund development and monitoring
- Proficiency in the use of computers and Microsoft Office products

##### **Preferred:**

- Five (5) years experience as executive director or CEO
- Five (5) years as senior manager with at least 10 staff
- Experience in public speaking
- Experience working for a nonprofit organization
- Experience as cancer services advocate
- Experience in public relations/marketing
- Experience in grant writing
- Experience in drafting organizational policies and procedures
- Working knowledge of issues faced by individuals with cancer and their families
- Working knowledge of a board governance model of leadership

### **DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

- Principles and procedures for personnel recruitment, selection, and training
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique and coordination of people and resources

#### **Skill in:**

- Using effective written and verbal communication to convey information in a clear and concise manner
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Selecting and using training/instructional methods and procedures appropriate when learning or teaching new concepts
- Identifying and resolving problems by employing strong analytical techniques, innovative approaches, initiative in preventing and solving problems
- Effectively managing staff activities and day-to-day operations

#### **Ability to:**

- Effectively communicate information and ideas to others
- Establish and maintain working relationships with BCRC staff and Board members to achieve common goals

- Plan, organize, and prioritize multiple assignments to effectively manage a fast paced and changing work environment without compromising accuracy
- Consistently meet internal and external customer needs and expectations in a professional manner
- Act in the best interest of BCRC
- Maintain confidentiality
- Create an environment that fosters excellent performance by demonstrating a high level of integrity, work ethic, and commitment to meet deadlines and other work-related obligations
- Enhance employee performance by motivating, coaching, mentoring, and rewarding
- Ensure staff opportunities for professional growth
- Effectively manage staff by providing clear expectations, constructive feedback, and challenging assignments

If you are interested in applying for this position, please send a cover letter (with salary requirements), a resume, a writing sample, and five references to:

Breast Cancer Resource Centers of Texas

Vivian Smith, Executive Director

900 E. 30th Street, Suite 108

Austin, TX 78705

[Vivian@bcrc.org](mailto:Vivian@bcrc.org)