

# **The Paula Takacs Foundation for Sarcoma Research**

## **Position: Executive Director**

### **Job description**

Executive Director of the Paula Takacs Foundation, which raises funds for **SARCOMA** research and clinical trials in the Charlotte region to expand hope for sarcoma patients globally.

### **Responsible to**

Board of Directors

### **Summary of primary job functions**

This position is the lead development officer for the Foundation and is responsible for establishing and executing all major goals and objectives of the Foundation. Plans, directs and coordinates activities and events through volunteers, staff, and consultants. Evaluates the effectiveness of all Foundation operations. Maintains relationships with sarcoma patients and families. Represents the Organization to regulatory bodies, other agencies, community organizations, donors, funders, supporters, partners, and the general public.

### **Opportunity**

The Board of Directors seeks an innovative, collaborative, passionate, creative, and mission-driven executive to lead the nonprofit in the next phase of its history. The current Executive Director will transition the role to the newly hired ED during spring of 2024, training in all job functions and acquainting to constituent base. The work includes managing a \$600,000 budget and 1 part-time staff and several consultants; stewarding and expanding relationships with community constituents; leading organizational fund development strategy and implementation; and maintaining a strong relationship with the Board of Directors. The position provides a competitive salary commensurate with organization budget, staff, location, and operational scope.

### **Essential Requirements**

Minimum of 3 years of relevant nonprofit executive leadership experience, working with a Board of Directors to set and implement strategic priorities. A track record of developing and building beneficial programs, relationships, and operational excellence. Excellent oral and written communication skills. An entrepreneurial, passionate, and mission-driven professional. A strategic thinker, self-directed problem-solver and out-of-the-box thinker.

### **Duties and responsibilities**

#### **General**

- Acts as the spokesperson for organization
- Executes board-approved policies
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- Meets or exceeds fiscal goals
- Maintains a competent and effective volunteer base
- Provides board, committee, and volunteer leadership through effective objective setting, delegation, and communication
- Hires, trains, manages and evaluates all staff and external consultants
- Provides a supportive collaborative working environment for staff and volunteers
- Stringently adheres to all legal, accounting, and regulatory requirements

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### **Operational and Fiscal Management**

- Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency
- Develops and maintains the complete financial, statistical, and accounting records of the organization with the Treasurer
- Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Ensures the preparation of the annual budget and Form 990 tax return with the Treasurer
- Submits all information, reports and records as requested or required by law to appropriate government officials or the Board of Directors
- Determines staff and/or equipment needs, taking into account annual budget allocations
- Develops and implements operational plans, policies, and goals that further strategic objectives
- Lead the staff and Board of Directors to set development strategies and secure funding from diverse sources to underwrite operations, programs, and growth.
- Ensure the organization's sustainability by building out new revenue streams
- Research and implement technology solutions that maximize productivity, streamline processes, and achieve strategic objectives

### **Organizational Leadership & Management**

- Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget
- Leads, coaches, and manages an effective staff, consultants, and volunteers
- Ensures Board remains current to organization's goals and strategies that affect their functions and areas of responsibility, and recommends changes to policies and procedures that would improve the organization
- Works in concert with the Board of Directors by providing support, guidance, materials, reports and assistance in implementing annual work plans while ensuring the on-going development of a strong and participatory Board

### **Program Development and Growth**

- Serves as the lead development officer, working with the Board, staff, and volunteers to expand revenues through fundraising events and activities, corporate and nonprofit alliances, and donor cultivation
- Ensures ongoing programmatic excellence, program evaluation, consistent quality of finance and administration, fundraising, communications, and systems
- Recommends resources and timelines needed to achieve strategic goals

### **Communications and Branding**

- Develop, manage, and refine all aspects of marketing and communication strategy and output for current and prospective constituents in concert with the Marketing Consultant, with the goals of creating a strong, reputable, well-known brand and expanding revenues.

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- Develop, manage and grow the organization's reputation as a reliable community and national resource for all those impacted by sarcomas
- Develop and maintain relationships and communication with key regional and national sarcoma organizations