

Teddy Bear Cancer Foundation
Executive Director
Job Description & Posting

The Teddy Bear Cancer Foundation (TBCF), a nonprofit organization providing financial and emotional support to children and families of children with cancer living in Santa Barbara, Ventura, and San Luis Obispo counties, offers a rewarding opportunity for a special leader to serve as Executive Director. The Executive Director reports to an active, committed Board of Directors.

The ideal candidate is a passionate and visionary thinker who is self-motivated with the strong leadership, management, fundraising, and administrative skills to lead the Board, staff, and volunteers in an ongoing effort to improve the lives of children and families of children with cancer.

TBCF was founded in 2003. Today TBCF financially serves more than 80 families of children with cancer and another 125 families receive other supportive services. TBCF is searching for an individual who is eager to work with a committed and strong Board of Directors and staff to provide opportunities to serve more children and families and to increase the financial support for families as they undertake a challenging journey with their children.

This is an exempt, fulltime, salaried position starting at \$75,000+ DOE with benefits. The Teddy Bear Cancer Foundation is an Equal Opportunity Employer. This position is open until filled.

To apply: Please mail cover letter, resume, and references to:
Billie Maunz, Consultant - TBCF
27 W. Anapamu Street, #235
Santa Barbara, CA 93101

Please do not respond by email or telephone. Interviews will begin after January 1, 2012. For more information about TBCF go to: www.teddybearcancerfoundation.org

SPECIFIC RESPONSIBILITIES

In Board and Board Relations the Executive Director will:

- Staff the Board of Directors and the Executive Committee and provide staff support to other Board Committees.
- With the chair and secretary of the Board of Directors conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
- Work with Board Chair to plan Board meetings and agendas.
- Participate in Board and Board Committee meetings.
- Ensure compliance with and implementation of Board policies.

- Anticipate and propose solutions to organizational development, operations, and programs.
- Assist with recruitment of new Board members.
- Continue to educate Board on TBCF's mission, programs, and day-to-day operations

In Program and Administration the Executive Director will:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Oversee the creation and management of operations and programs to ensure compliance with and implementation of goals, objectives, policies, reporting and regulatory requirements.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the nonprofit field.

In Fund Development the Executive Director will:

Work with Board, Staff, and key community partners to:

- Facilitate overall development and fundraising projects with Board and staff support to increase annual giving and major gift cultivation to financially strengthen programs and operations through:
 - researching and writing or supervising the writing of grants to foundations
 - working with Board to identify, educate, cultivate, build relationships, and solicit annual and major gift donations from individuals, corporations, and businesses
- Incorporate stewardship and relationship-building of current donors as an ongoing activity.
- Work with Board and staff to plan, implement, and evaluate event fundraising activities.
- Have basic knowledge of Planned Giving with willingness to continuing education in this field.

In Communications and Community Relations the Executive Director will:

- See that the board is kept fully informed on the condition of the organization.
- Continue to build TBCF's name and image in Santa Barbara, Ventura, and San Luis Obispo Counties and publicize the activities of the organization, its programs and goals.
- Be able to communicate through social media channels.
- Establish sound working relationships and cooperative arrangements with foundations, individual donors, businesses and corporations, as well as community groups and organizations.

In Relations with Staff the Executive Director will:

- Be the organizational leader in establishing a positive and productive team environment to assure that all staff members are respected, heard, and operate at full capacity.
- Be responsible for the recruitment, employment, management and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed for each position, that regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage and support staff and volunteer development and education.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
- Provide overall supervision of the day-to-day operations of the organization.

In Budget and Finance the Executive Director will:

- Facilitate the creation and implementation of annual budgets, goals and objectives.
- Be responsible for maintenance of effective internal controls for the protection of organization assets and report immediately to the Board Chair or Treasurer any financial discrepancies.
- Work with the Staff, Finance Committee and the Board in preparing budgets and operating within adopted budget guidelines.
- Work with the Board and Finance Committee to ensure that the short-term and long-term working capital and financial needs of the organization are adequately addressed.

Minimum Knowledge/Skills/Ability Requirements:

- Bachelor Degree. Experience may be considered in lieu of degree.
- Demonstrated success in written and verbal communications, public relations, and marketing.
- Demonstrated success in fundraising, including relationship-building with current and potential donors, grant writing, and event planning and implementation.
- Experience in administration, finance, and organizational budgets
- Proven leadership and management in a team oriented environment.
- Positive connection with local community organizations.
- Strong administrative, general office, and computer program skills; knowledge of Donor Perfect is an asset, but not a requirement