



Executive Director Job Description

Who we are: The Spierings Cancer Foundation (SCF) is a 501 c (3) nonprofit organization that provides financial support in three areas; 1) to local families affected by cancer, 2) to enhance medical care for cancer patients in the Fox Cities, and 3) to fund cancer research in Wisconsin. The ideal candidate is well aligned with the organization's mission and purpose and is familiar with the long standing impact the SCF has made throughout Wisconsin.

Title: Executive Director
Reports to: The Board of Directors
Location: TBD
Hours: 25 Hours Weekly

Executive Director

Thoughtful, engaging, and experienced in nonprofit leadership, the Executive Director will be the primary leader for the organization with responsibility for overseeing the organization, managing the Rock Cancer event, and leading Spierings Cancer Foundation with support of the board of directors and founders Sue and Jim Spierings.

Key roles and responsibilities include:

- Responsible for securing financial resources necessary to effectively support families impacted by cancer and operate the SCF. Includes:
 - Leading, planning, and executing the annual fund development plan in conjunction with the development committee (grants, sponsorship for Rock Cancer, major gifts, events, etc.)
 - Provide direction to successfully plan and execute the annual Rock Cancer event
 - Recruitment and development of dedicated volunteers, including board members, necessary to plan and execute Rock Cancer and support annual operations of SCF
 - Continue to develop and steward strategic alliances, collaborations, and funder/donor relationships throughout Wisconsin
- Oversight and management of the grant process and working collaboration with grants committee members
- In partnership with the Founders and Board of Directors, participate in setting strategic direction and planning to promote the organization's compelling and impactful mission

- Engagement with community leaders, funders, volunteers and families impacted by cancer
- Manage SCF daily activities while maintaining a collaborative and productive environment
- Oversight of financial reporting, working in conjunction with the board Treasurer
- Leadership and oversight in planning and executing marketing, PR, and overall SCF messaging
- Ability to work independently as well as collaboratively with volunteers and the the Board of Directors

Requirements of the Role:

- 3 years+ in nonprofit leadership; CFRE a plus
- Bachelor's degree or equivalent qualification/work experience
- Excellent written and oral communication skills
- Experience and high comfort level with software used by SCF (Google, Network for Good, Adobe, etc.)

Compensation

Starting wage is \$40,500 (25 hours weekly); based on skills and experience. Benefits include PTO, paid holidays, a flexible work schedule working partly from home and in an office setting.

We Believe

By working at Spierings Cancer Foundation, you can make a difference in the lives of local families impacted by cancer and families from throughout Wisconsin. We also believe that when a community comes together, we are stronger and better together.

Are you a passionate and successful nonprofit leader who is a builder style and likes to work collaboratively with community partners and friends to serve the mission? Do you thrive when you can partner with others to care for local families in need? Are you focused and hardworking and like to work with others toward a common goal? ***We want to meet you!***

Please send a resume and your cover letter explaining specifically your strengths and why you would be an ideal fit for Spierings Cancer Foundation and the Executive Director position to admin@spieringscancerfoundation.org.

Learn more about the organization and our annual Rock Cancer event at www.Spieringscancerfoundation.org or on Facebook Rock Cancer presented by the Spierings Cancer Foundation.