

Responsible for the overall operation of the Affiliate including representing the organization to the public and community organizations, policy development and administration, guidance to volunteers and committees, an oversight of financial and personnel resources. The Executive Director will implement the strategic goals and objectives of the organization, and with the chair, enable the Board to fulfill its governance function and give direction and leadership toward the achievement of the organization's promise, vision, values, strategies, and goals

Reports to : The Board of Directors working directly through the Board President

MAJOR FUNCTIONS/ACCOUNTABILITIES:

I. **BOARD RELATIONS** -- Supports operations and administration of the affiliate's Governing Board by advising and informing Board members, interfacing between Board and staff, and supporting the Board's evaluation of itself and the executive director.

II. **FISCAL MANAGEMENT** -- Responsible for oversight, management and compliance of the Southern Arizona Affiliate. Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines, according to current laws, regulations and Susan G. Komen for the Cure national policies.

III. **ADMINISTRATION** – Functions as the organization's chief executive, responsible for supervising and directing all activities of the Affiliate office and outside events. Effectively manages the human resources of the organization according to authorized personnel and volunteer policies and procedures that fully conform to current laws, regulations, Susan G. Komen for the Cure national policies and affiliate culture/values. Ensures internal systems are operational, and maximized for current use and potential growth.

IV. **DEVELOPMENT AND FUNDRAISING** -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders. Fosters a philanthropic culture within the organization, ensuring stakeholders understand the impact of their contributions.

V. **SPOKESPERSON/COMMUNITY REPRESENTATIVE/PUBLIC RELATIONS/MARKETING** -- Promote the public visibility, position, and reputation of Susan G. Komen for the Cure and the Southern Arizona Affiliate, assuring the organization and its mission, programs, resources and services are consistently presented in a strong, positive image to relevant stakeholders. Maintains effective and synergistic working relationships with Komen National.

TRAITS AND CHARACTERISTICS

The leader is a facilitative coalition builder who works throughout the organization while establishing a basis for trust and mutuality of expectations. The successful candidate is an open, communicative and confident professional who brings leadership, creativity, vision and charisma to the position. The Executive Director sees issues as they relate to immediate goals and balances that with the long-term strategic vision, with the ability to drive transformational change. The successful director has exceptional organizational and administrative skills. The ability to plan, set goals and objectives, to organize and follow through is essential. An excellent knowledge of fiscal management is critical, including the ability to increase contributed income.