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**Executive Director**

**ABOUT THE POSITION:**

The Colon Cancer Prevention Project is seeking a full-time Executive Director who is responsible for overseeing the execution of the mission and vision of this grassroots organization.

The organization has a half million dollar annual budget and a staff of six. The Executive Director engages the community, communicates with passion about the Project’s programs and impact, and helps grow the programs and fundraising to impact more people throughout Kentucky and Southern Indiana. This position requires a strong understanding of both program and financial development.

The Executive Director implements the vision of the Board of Directors, ensuring the Project continuously grows.

The ideal candidate preferably has at least 5 years of experience in a staff leadership role at a non-profit and is passionate about working with people to raise support to stop the No. 1 cancer killer among non-smoking men and women. This ideal candidate is also a creative, compassionate go-getter who is able to delegate well and think outside the box. Also, s/he should feel comfortable adapting to changing needs, speaking up in support of issues on a local and national basis, and trying out new ideas that are in line with the Strategic Plan.

**ABOUT THE COLON CANCER PREVENTION PROJECT:**

The Colon Cancer Prevention Project is a Louisville-based non-profit that works throughout Kentucky and Southern Indiana to ensure people get screened for colon cancer. Its work spans education, advocacy, health systems improvements, and survivor support. In the last decade, Kentucky's colon cancer incidence and mortality rates have dropped more than 25 percent.

**SPECIFICS ABOUT THE POSITION:**  
The Executive Director is an essential part of the Colon Cancer Prevention Project’s work, leading a strong team of staff and volunteers, working with the Board of Directors to ensure its vision comes to fruition, and growing programs and fundraising.

**Principal Responsibilities:**

**Leadership and Management:**

* Lead a high-performing staff, consultants and volunteers through historic program growth, helping plan, implement and evaluate programs, and adapt quickly to changes and needs in this field.
* Manage overall administrative functions, including finance and fundraising software.
* Oversee Board growth and development, participate in Board-led strategic planning, and keep the Board informed of important developments.
* Maintain official records and documents, and ensure compliance with federal, state and local regulations.
* Responsible for the financial management of the Project, including accurate and timely recording of revenue and expenses.
* Oversee annual audit.
* Ensure bylaws, financial policies and other policies of the Project are followed.

**Programs:**

* Work with staff to ensure success of goals and plans outlined in Strategic Plan.
* Ensure the Project has a long-range strategy for achieving its mission and is on point.
* Maintain a working knowledge of significant developments and trends in the field.
* Help establish working relationships with community groups and organizations.
* Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organizations.
* Coordinate with Project Committees and Facilitate Meetings as necessary.
* Collaborate with Project lobbyist to ensure CCPP remains the No. 1 advocate for KCCSP
* Provide support to advocacy efforts, drafting letters, assembling mailings, etc.
* Work to involve other groups in policy efforts. Educate people as to how they can help.
* Coordinate lobby days and related activities.

**Fundraising and Communications:**

* Expand the Project’s revenue through diverse opportunities including private donations, grants, fundraising events, and appeals, with an emphasis on private donations.
* Cultivate existing donors and identify and cultivate potential new donors.
* Positively represent the organization in the broader community and with the media.
* Ensure timely recognition and thank you’s for donors.
* Oversee grant writing consultant.
* Oversee advocacy efforts in partnership with lobbyist.
* Develop large and active fundraising committee made up of major donors who cultivate donors and create the annual plan.
* Ensure prompt, timely, relatable and positive communications through diverse mediums.

**Board of Directors:**

* Facilitates the growth and strengthening of the Board of Directors.
* Serve on Governance Committee, cultivating and developing new Board members
* Prepare for board meetings and work with Secretary and Executive Committee on agenda, minutes, e-mail reminders, refreshments, etc.
* Develop a quarterly “Executive Director’s report” to present during Board meetings.
* Oversee, in conjunction with the chair, the annual Board retreat.
* Work with the board, staff and finance committee to prepare a budget.

**Desired Attributes:**

* Positive attitude
* Ability to think outside-the-box
* Ability to identify and cultivate funding sources
* Ability to handle multiple tasks in a high energy work environment
* Ability to work independently without direct supervision
* A passion for the cause

**Minimum Requirements:**

* A Bachelor’s Degree in a related field
* Prefer at least 5 years of experience in a staff leadership role at a non-profit, ideally at a non-profit
* Demonstrated successful leadership experience with a history of job growth and advancement
* Experience with fundraising, with success developing and cultivating relationships to secure gifts and contributions from individuals and corporations
* Experience with community engagement
* Experience with managing, motivating and developing volunteers
* Excellent written and verbal communication skills
* Strong public speaking, presentation and writing skills
* Computer literacy including MS Office Products: Word, Excel, Outlook, Power Point
* Familiarity with fundraising software is a plus
* Must have a driver’s license and be able to travel locally and throughout the state
* Must be willing to work non-standard work schedule including some nights and weekends
* Experience desired in the following areas: budget management, a proven ability to meet financial goals, mentoring and coaching high performing staff teams, creating positive workplace environments, and developing effective volunteer leadership committees.

**TO APPLY:**  
**This job includes a competitive salary and benefits. Applicants for this position should email resume, cover letter, salary requirements by June 30 to:**

Andrea Shepherd

Executive Director

[ashepherd@kickingbutt.org](mailto:ashepherd@kickingbutt.org)

**Equal Employment Opportunity**

Colon Cancer Prevention Project is an Equal Opportunity/Affirmative Action Employer.   All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.