



Gilda's Club Desert Cities, an affiliate of the Cancer Support Community, a mid-size nonprofit in the Greater Palm Springs area has an immediate opening for Chief Executive Officer.

General Overview/Scope of Role & Responsibilities

The CEO:

- Creates and executes a comprehensive fund development plan with effective financial planning and operational budgeting/management.
- Develops and implements in collaboration with the Board of Directors the strategic plan for operations and the development plan for fundraising.
- Develops, implements and maintains plan for strong board leadership, development and recruitment.
- Ensures effective program design and delivery to members in a variety of settings to include the greater community and the GCDC.
- Builds and executes a robust and dynamic outreach and relationship-building plan that secures, donors, members and volunteers.
- Develops and oversees operational and management systems to include human resources and facilities management.

Job Requirements

Education:

- BA from an accredited institution or related for profit/nonprofit experience commensurate with the responsibilities of the CEO position
- Technology skills to include: Microsoft Office, Outlook, Donor Perfect (or comparable development database)

Experience:

- Seven (7) or more years of nonprofit management with increasingly greater responsibilities
- Demonstrated/documentated success in fund development
- Skilled at fostering a compassionate environment for both staff and members
- Excellent verbal and written communication skills
- Effective use of both strategic and tactical skills in a variety of situations

Other:

- Valid Drivers License
- Proof of Automobile Insurance
- Must be willing to relocate to the Coachella Valley
- Must be willing to maintain a flexible work schedule to include evenings and week-ends
- Salary commensurate with education and experience

Gilda's Club Desert Cities (GCDC) is an EEOC employer with a competitive salary and benefit package. GCDC uses an external agency to conduct drug and background checks on all staff prior to employment.

Please go to: www.gildasclubdesertcities.recruiterbox.com for additional information, employment application and deadline date.