



Executive Director
Research and Training Institute
Philadelphia, PA

The Cancer Support Community (CSC), the largest nonprofit provider of social and emotional support for people affected by cancer, is seeking an Executive Director for its Research and Training Institute (RTI), located in beautiful Fairmount Park in Philadelphia. The Executive Director will be accountable for all aspects of effective operations of the Research and Training Institute facility, program and staff. The Executive Director will sit as a member of the CSC leadership team and will report directly to the CSC President. This individual will play a key role in building and growing the RTI leadership capability including the CSC National Medical Advisory Board, the RTI Leadership Board and Cancer Experience Registry Advisors. The ideal candidate should possess a passion for and commitment to CSC's mission. This individual must have an interest in research and working with the team to translate findings into actionable patient-centered insights which will be communicated across a diverse audience of stakeholders. Finally, the ideal candidate will have demonstrated success in running a small to mid-sized business, business unit or non-profit with business development capabilities. Interested parties should submit a cover letter, salary requirements and a resume to JTravers@cancersupportcommunity.org. Applications without salary requirements/range will not be accepted.

MAJOR DUTIES AND RESPONSIBILITIES

- Ensures efficient and effective operations of the RTI
- Identifies opportunities and secures resources across a diverse network of funding sources
- Develops and implements short- and long-term strategic plan for the RTI
- Provides day to day supervision and management of the RTI
- Serves as point for CSC National Medical Advisory Board
- Ensures project completion on-time and within budget
- Works with RTI research team to establish and deliver publication strategy
- Performs all aspects of RTI income and expense accounting, including accurate grant tracking
- Ensures quality standards are applied to all internal and external communications
- Interacts regularly with CSC donors, partners and stakeholders
- Meets regularly with CSC program, education and policy teams
- Engages with CSC Affiliate leaders and teams

REQUIRED SKILLS AND EXPERIENCE

- Bachelor's degree in Business, Marketing, Health Sciences or related discipline – Master's degree preferred
- Minimum of 5-7 years in a leadership position, managing a minimum of 5 staff
- Strong project management and performance measurement skills
- Excellent written and verbal communication skills, including public speaking ability
- Solid problem-solving and effective time management skills
- Proficient skills in Microsoft Word, PowerPoint and Excel
- Excellent interpersonal and communication skills with the ability to develop trusting, productive relationships with staff, partners and donors
- Cross-functional team player
- Excellent organizational skills and ability to adhere to tight timetables
- Conducts all work in an ethical, honest, and professional manner
- Ability to work extended hours as necessary to accomplish goals and meet deadlines
- Willing to travel up to 25% of the time
- Exercises high degree of discretion and diplomacy in dealing with confidential or sensitive matters and materials
- Self-motivated, self-starting, team driven, customer service oriented, and a creative thinker
- Valid driver's license

ABOUT CSC

As the largest professionally led nonprofit network of cancer support worldwide, the Cancer Support Community (CSC) is dedicated to ensuring that all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community. CSC achieves its mission through three areas: direct service delivery, research and advocacy. The organization includes an international network of Affiliates that offer the highest quality social and emotional support for people impacted by cancer, as well as a community of support available online and over the phone. The Research and Training Institute conducts cutting-edge psychosocial, behavioral and survivorship research. CSC furthers its focus on patient advocacy through its Cancer Policy Institute, informing public policy in Washington, D.C. and across the nation. For more information, please call the toll-free Cancer Support Helpline at 888-793-9355, or visit www.CancerSupportCommunity.org. So that no one faces cancer alone®

Cancer Support Community is an Equal Opportunity Employer