



Cape Wellness COLLABORATIVE

Cape Wellness Collaborative seeks a visionary Level 5 leader skilled in driving nonprofit organizational success and empowering staff. Reporting to the Board of Directors, the CEO will be based at the organization's office in Yarmouth, Massachusetts and have overall management responsibility for a growing impactful organization with a \$600,000 annual budget, 4 employees, 2 interns, 25 volunteers, 75 program partners and over 1,000 clients. CWC was founded in 2014 to provide free of charge integrative therapies, nutritious meals and other support to people facing cancer on the Cape and Islands.

Combining inspirational leadership and sophisticated management abilities, the CEO will advance the organization in terms of culture, capability, processes, and impact. While working closely with the organization's executive team, the CEO will inspire innovation and ensure that the organization is continually well equipped to advance its mission.

POSITION RESPONSIBILITIES:

Executive Leadership and Organizational Management

Provide thoughtful and visionary executive leadership that is inclusive, transparent, sincere and empowering in a manner that supports and guides the organization's mission as defined by the Board of Directors

Present strategic options and plans for organization impact and gain Board approval as needed to carry out the work of the mission

Oversee the day-to-day operations of the organization and ensure its overall successful long-term operations

Organize, motivate, and mentor staff and volunteers

Apply innovative thinking and performance measurements to analyze and support strategic decision-making

Continually foster an internal culture that 1) encourages collaboration between programs and fundraising; 2) recognizes positive contributions; and 3) reflects the compassion, care and sincerity woven into the mission

Contribute to the strategic plan and drive its implementation

Manage and motivate staff, overseeing processes such as hiring, ongoing staff development, performance management, and compensation and benefits

Inspire a business-oriented, professional, results-driven environment across the organization

Perform general management duties overseeing the day-to-day operations of the organization

Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders

Board Governance

Maintain regular and ongoing communication to build strong relationships with the entire Board, providing leadership and support to members at all times

Communicate effectively with the Board by providing members with all information necessary to function properly and make informed decisions in a timely and accurate manner

Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress

Gracefully manage the board as needed to build consensus, remind of outstanding deliverables, and offer support

Implement Board policies and procedures

Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes

Development and Fundraising

Drive development and fundraising in collaboration with the Development staff, leveraging the Board as needed

Initiate, cultivate, and steward relationships with the organization's portfolio of individual, foundation, and corporate supporters

Ensure effective, consistent, timely, compelling and transparent communication with the organization's stakeholders and donors

Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves

Financial Management and Administration

Provide strategic leadership and hands-on management for all of the administrative and operational functions of the organization in accordance with the mission, objectives, and policies

Prudently direct resources and manage all financials within budget guidelines

Assume responsibility for the fiscal integrity of the organization

Monitor board-approved budget and manage daily financial operations to ensure appropriate utilization of resources

Collaborate with Treasurer to build and administer the annual budget, with Board approval

External Relations and Communications

Represent the organization and serve as chief spokesperson publicly at events, conferences, and stakeholder and partnership meetings

Present and promote the organization and its mission, programs, partners, and members in a consistently positive manner

Ensure high visibility to prospects and the public, and build interest in and support for the mission

Manage all aspects of the organization's marketing and public relations

QUALIFICATIONS:

Candidates may emerge from nonprofit, foundation, government, or industry backgrounds and should possess the following:

At least three years of prior experience as a CEO, Executive Director, Director or in a related position at a nonprofit, foundation, government, or industry

Proven experience executing organization growth and leading a similar size successful nonprofit and/or related entity

Proven experience working with a nonprofit Board and working with diverse groups of people

Familiarity with diverse business functions such as Marketing, Public Relations, Human Resources, Program Development, Budgeting etc.

Experience and success in motivating, recruiting, developing, retaining, and mentoring staff

Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills

Possess a defined and thorough understanding of nonprofit practices

Possess a passion for CWC's mission and programs, and a working knowledge of integrative medicine, especially as it relates to and complements conventional cancer care

COMPENSATION:

HOW TO APPLY:

For immediate consideration please send your resume, cover letter, and salary requirements in a PDF format to abby@capewellness.org Title using the subject title: "CWC CEO SEARCH."

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

Cape Wellness Collaborative is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.

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