



THE ORGANIZATION

Colorectal Cancer Canada is Canada's not for profit organization dedicated to colorectal cancer patients and their families. Since 1998, we have been committed to empowering and improving the lives of Canadians affected by the disease. We are a powerful voice for change across the continuum of care: educating, informing and increasing awareness of colorectal cancer—including the prevention, diagnosis and treatment. While colorectal cancer is our primary focus, through the connections we make, our mission assists the entire cancer community. (www.colorectalcancercanada.com)

THE OPPORTUNITY

Colorectal Cancer Canada (CCC) is seeking an experienced and dynamic Executive Director to help lead the organization through its next chapter of growth and impact.

Reporting to and working closely with the President & CEO, the Executive Director will be responsible for the effective leadership and day-to-day management of the organization. The successful candidate will serve as a trusted operational and leadership partner to the President & CEO, providing the structure, oversight and internal leadership required to advance the organization's priorities.

This is a broad and highly engaged leadership position that requires someone who can move comfortably between strategy and execution, while recognizing that the President & CEO plays the lead role in setting strategic direction, external outreach and advancing CCC's profile. The Executive Director will be instrumental in supporting that leadership and ensuring that priorities are effectively carried through and across the organization.

PRIMARY RESPONSIBILITIES

Organizational Leadership

- Works closely with the President & CEO and Board of Directors to support the development of CCC's vision and strategic plan and leads the implementation of strategic priorities across the organization.
- Works closely with the President & CEO to establish organizational goals, monitor progress and ensure accountability for results.
- Supports the President & CEO in strengthening relationships with community partners, funders, and other stakeholders, as appropriate, to enhance the organization's community profile, relationships and impact.

Operational Planning

- Oversees the efficient and effective day-to-day operation of the organization, and ensures that appropriate systems, processes and policies are in place to support organizational effectiveness.
- Ensures that personnel, client, donor and volunteer information is securely maintained and that appropriate privacy and confidentiality standards are respected.
- Identifies opportunities to improve organizational processes, systems and ways of working.

- Prepares meeting materials and other information required for the Board of Directors to support effective governance and decision-making.

Programs and Impact

- Oversees the planning, implementation and evaluation of the organization's programs and services.
- Ensures that the programs and services are aligned with CCC's mission, strategic priorities and the evolving needs of the communities it serves.
- Monitors the effectiveness of day-to-day delivery of the programs and services to maintain or improve quality, demonstrate impact, and identify opportunities for improvement.

Human Resources

- Determines staffing requirements to support organizational management and program delivery and future growth.
- Oversees the implementation of the human resources policies, procedures and practices, and ensures compliance with applicable legislation and employment standards.
- Builds and maintains a positive, collaborative, high-performing and inclusive work environment.
- Leads the recruitment, onboarding, development and retention of staff.
- Establishes clear expectations and accountability across the team and oversees an effective performance management process.
- Ensures that all staff receive an orientation, and provides ongoing coaching, mentorship and feedback to support staff development and organizational performance.
- Addresses performance and employee relations matters appropriately and in accordance with organizational policies and applicable legislation.

Financial Planning and Revenue Development

- Leads the preparation of the annual operating budget in collaboration with the President & CEO and appropriate staff.
- Oversees the financial management of the organization, including budget performance, cash flow and financial controls, and provides regular reporting to the President & CEO and Board.
- Works with the President & CEO to identify and pursue opportunities to diversify and grow CCC's revenue.
- Contributes actively to fundraising strategy and activities, including researching new fundraising sources, cultivating and building relationships with donors, funders, corporate partners and other stakeholders, in coordination with President & CEO.
- Identifies new funding opportunities and prepares grant applications, sponsorship proposals and other funding submissions.
- Develops funding proposals and ensures that funding commitments, reporting requirements and donor obligations are appropriately managed.

SKILLS, EXPERIENCE AND ATTRIBUTES REQUIRED:

- University degree in a related field, such as law, social work, human resources, finance, marketing, management or leadership, or equivalent experience
- Five or more years of management and leadership experience
- Proven experience in hiring, mentoring, developing and supervising professional staff

- Strong financial acumen, with experience in budgeting, financial oversight and reporting.
- Strong project management and organizational skills
- Demonstrated flexibility, with the ability to remain effective in a changing work environment.
- A strong commitment to ethical leadership and sound business practices, and alignment with the organization's mission and values.
- Demonstrated ability to build and maintain strong relationships with colleagues, Board members, donors, funders, partners and other external stakeholders.
- Effective oral and written communication skills in English and French.
- A creative and entrepreneurial approach, with the ability to identify opportunities to strengthen the organization and advance its mission
- A collaborative leadership style, with the ability to bring people together, establish clear goals, resolve challenges and support effective decision-making, along with good judgement to know when to lead, when to advise and when to support.
- Sound judgment and decision-making skills, including the ability to assess priorities, urgency and risk and make timely decisions in the organization's best interests.
- Highly developed organizational skills, including the ability to prioritize and handle multiple tasks efficiently and effectively.
- Strong analytical and problem-solving skills, with the ability to assess complex situations, identify solutions and make recommendations.
- Ability to strategically assess options and actions based on trends and conditions in the environment and the organization's vision and values.
- Experience contributing to fundraising, revenue development, donor relations or partnership development would be a strong asset.

PLEASE SEND A CV AND COVER LETTER TO: Bonnie King, Senior Consultant at Philanthropica
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