



*Uplifting the Rare  
and Undiagnosed*

## **Executive Director Job Posting**

CC4C was founded in 2012. Our mission is to support the community of families with children with rare or undiagnosed conditions.

Vision: Any child, anywhere without answers to their illness will have a community to turn to for resources and support to heal.

Revenues: \$400,000 to a million

We do this through fundraising events and donations. For more information, please visit [www.CC4C.org](http://www.CC4C.org).

Position Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for CC4C nonprofit's staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans.

### **Responsibilities Leadership & Management:**

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize CC4C nonprofit volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction.
- Lead, coach, develop, and retain CC4C nonprofit's high-performance senior management team.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents.

### **Fundraising & Communications:**

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities

### **Planning & New Business**

- Continue to build partnerships in new markets, establishing relationships with the funders and community leaders.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication qualifications. The ED will be thoroughly committed to CC4C nonprofit's mission.

### **Concrete demonstrable experience and other qualifications include:**

- Advanced degree, ideally an MBA, with at least 5 years or more of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Proven leadership, coaching and relationship management experience.
- Previous experience working in a nonprofit organization is highly desirable.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a board of directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.

- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, integrity, positive attitude, mission-driven, and self-directed.