

**Job Title:** *Colorado Cancer Coalition Interim Executive Director*

**Reports to:** *CCC Board*

**Date updated:** 01/04/2023

**Resume Review Begins Week of:** 01/23/23

**Overview of the Colorado Cancer Coalition**

The Colorado Cancer Coalition's mission is to serve as the statewide network for cancer-related organizations and individuals dedicated to saving lives and improving the quality of life for all Coloradans touched by cancer.

**About the Position**

The Colorado Cancer Coalition seeks an adaptable, results-oriented Executive Director who is adept at community engagement and able to oversee organizational leadership, increase fiscal sustainability, manage Coalition operations and plan implementation activities all with a focus on equity, diversity and inclusion. The Executive Director will be responsible for planning, implementing, and evaluating activities associated with the Coalition and Cancer Plan Implementation to include: providing general oversight for Coalition activities and associated projects; grant writing, and management; grant reporting; and technical assistance to Task Forces. The Executive Director will work to develop and implement evidence-based strategies that will lead to long-term involvement of community institutions, organizations and individuals in statewide collaborative cancer prevention and control activities. The Executive Director will work on diversifying funding in order to grow the Coalition capacity and sustainability.

The **Interim Executive Director** will **work remotely**. The **Interim Executive Director** will report to the **Board** and will work in collaboration with internal and external teams and partners. This position is classified as an **Independent Contractor, with the aim of becoming the Executive Director of the Coalition** should funding be procured to sustain the position.

**Responsibilities:**

**Organizational Leadership**

- Work with the Coalition Leadership Team, Board of Directors, and Task Forces to meet Coalition goals as outlined in the Colorado Cancer Plan and prioritized by the Board
- Recruit, orient, and maintain a diverse and inclusive Coalition membership and Board of Directors
- Represent the Coalition through professional associations locally, statewide and nationally
- Assist and guide Coalition members in conducting needs assessments and annual strategic planning to develop a comprehensive action plan
- Collaborate and work closely with health department administrators, legislators, heads of health plans, hospitals, health professional organizations, academic institutions and community-based organizations to promote Coalition's mission and goals
- Continuously evaluate Coalition effectiveness and alignment with the strategic plan
- Lead the Coalition with a strong understanding of health equity and the health disparities that exist in across the cancer continuum.

**Fundraising and Sustainability**

- Develop marketing materials and small media campaigns for cancer awareness months and fundraising campaigns
- Seek and write grant proposals to obtain funding for ongoing Coalition operations



For public health innovation

## Interim Executive Director Contractor (to Hire)



- Provide financial oversight in collaboration with fiscal agent and Board of Directors

### Operations and Implementation

- Continually broaden expertise of the cancer care continuum and serve as subject matter expert
- Work with the Colorado Department of Public Health and Environment to develop and implement data collection methods, tools, and evaluation measures for Coalition activities and associated projects in conjunction with Coalition members
- Coordinate and facilitate Coalition meetings (Leadership Team, Board of Directors, and Quarterly Meetings) and communicate effectively with members to promote collaboration, partnership building, and problem solving
- Plan, coordinate, and conduct educational and training activities, technical assistance, and workshops for Coalition and community members
- Continually maintain and develop content for the Coalition website
- Direct and assist the Coalition to develop legislative action that promotes the Coalition mission by developing position statements; reviewing and recommending endorsements of policies; and advocating for policies/legislation at state/federal levels
- Document findings and progress of programs and activities in written quarterly reports to CCC Leadership, funding agencies, and coalition members
- Ensure organization complies with fiscal agent rules and nonprofit rules and regulations
- Report and present Coalition progress and program findings through publications and presentations at local and national meetings/conferences
- Direct the work and activities of Coalition administrative support staff (as funding allows for the hiring of additional staff)
- Supervise, mentor, and direct the work activities of students and assigned temporary staff

### Qualifications:

- Master's degree and 4 years of appropriate experience in public health or related field such as health education, administration, policy/planning, or in community/organizational psychology, nonprofit administration and managing or coordinating a nonprofit, community-based public health or voluntary health-related agency; or bachelor's degree and 6 years of appropriate experience in managing or coordinating a nonprofit, community-based public health or voluntary health-related agency could be substituted for advanced degree; or 10 years of relevant experience in public health or related field such as health education, administration, policy/planning, or in community/organizational psychology, nonprofit administration and experience in managing or coordinating a nonprofit, community-based public health or voluntary health-related agency.
- Demonstrated effective financial management of a non-profit organization (or small business), including fundraising, budgeting, financial planning, and board-level reporting.
- Proven ability to both work independently and collaboratively
- Understanding of policy making and legislation
- Excellent organizational skills
- Excellent interpersonal and conflict resolution skills, able to resolve issues directly as they arise through the practice of ethical communication
- Highly proficient with Microsoft Office, Google Suite and Zoom
- Preferred knowledge of public relations and marketing skills
- Preferred knowledge of Social Media Platforms (Facebook, LinkedIn, Twitter, Instagram) and WordPress



**Interim Executive Director  
Contractor (to Hire)**



This is a contracted position, aimed at becoming a **full-time exempt, remote** position, though this is contingent upon funding procured. Range of compensation for this position is \$75,000-\$100,000

**To Apply:**

- Send a resume
- Send cover letter
- Send a reference list including name, job title, contact info (phone & email)

Submit all application materials via email to [info@coloradocancercoalition.org](mailto:info@coloradocancercoalition.org) with the subject "**Interim Executive Director**"

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by 1/23/2023. Review of applications will begin the week of 1/23/2023. Only electronic submissions are accepted.

This is a Contract to Hire, LIMITED SERVICE position. The funding for this position is provided by limited-term funding and is dependent on new funding being procured and maintained. If no additional funding is procured by the time the current funds are expended, the position will be discontinued, and there is no guarantee for employment with Trailhead Institute. If funds are procured and the position can be sustained, Full-time employment is anticipated as long as the organization remains financially viable.