



**REIN IN
SARCOMA**

Increase awareness. Increase survivors.

Rein in Sarcoma (RIS) - Job Description

Title: Executive Director

Status: Full Time Exempt

Reports To: Board of Directors

Date: 2/1/23

Primary Duty, Purpose, and Objectives

This position has the overall authority and responsibility for the administration, operations, fiscal management, and implementation of strategic plan of Rein in Sarcoma (RIS) including but not limited to supervision of staff (currently 3), operations, maintaining a budget constructed with Finance Committee leadership, maintain an office, equipment, and overseeing community relations. The Executive Director serves the Board of Directors and aligns support for its committees.

Job Duties, Functions and Responsibilities

Strategic Direction and Leadership:

- *Provides leadership and overall direction for the operations of RIS.
- *Works with the Board and Executive Committee to maintain a clear vision, defined purpose, and implementation of strategic plan.
- *Facilitates dialogue and active engagement of board members to support RIS mission and fundraising efforts.
- *Keeps abreast of current trends in research, programs, business practice, and advancement and adopts new ideas that will benefit and move the organization forward.
- *Provides overall responsibility for management of RIS staff, contractors, and volunteers.
- *Adheres to RIS mission of educating the public and medical community about sarcoma cancers, supporting patients and their loved ones, and funding research directed towards new treatments and finding cures for sarcoma cancers.
- *Actively cultivates, engages, and energizes RIS volunteers, board members, event committees, alumni, partnering organizations, and funders.

Human Resource Management:

- *Supervises, coaches, and provides guidance to staff with adherence to personnel policies.
- *Builds and manages a team of leaders including staff and volunteers.
- *Maintains overall responsibility of all functions of HR management, to include:
 - a. Regulatory compliance
 - b. Payroll and benefits
 - c. Staff training and development and coordination of educational opportunities.

Fiscal Management:

- *Directs and oversees investments and fundraising efforts.
- *Maintains best practices approach to fiscal management, to include:
 - a. ensure effective and efficient records management.
 - b. assure timely reporting to board, regulators, and government agencies.
 - c. overall responsibility for purchasing and contracting in consultation with the board.
- *Ensures an annual budget is prepared with committee review and board approval.
- *Oversees RIS Development Director who writes grants and applies for donated funds with adherence to budget and with board oversight and input.
- *Provides full disclosure of information for the Board of Directors.
- *Prepares the Board agenda, slide deck, secures and disseminates all records.
- *Assures all tax returns and reports are completed and filed with appropriate agencies.
- *Prepares, monitors, and administers annual operations and program budgets and provides fiscal management of RIS assets.
- *Ensures compliance with laws, regulations, and best practices for annual filings, financial accounts, internal controls, and organizational insurance.
- *Regularly coordinates with the staff accountant and oversees the preparation and filing of IRS 990; meets all IRS nonprofit reporting requirements and annual audit activities.

Public/Community Relations:

- *Act as the face of RIS at donor events, community organizations and fundraising activities.
- *Coordinate and lead all public relations efforts with support of RIS Education and Communications Manager.
- *Partner with RIS Education and Communications Manager in strategy and execution of Communication plans.
- *Maintain robust schedule of personal outreach to include public appearances with community partners, prospective partners, internal and external stakeholders, and the public.

Education, Skills, and Abilities Required

Education: Bachelor's degree.

Experience: Experience as an Executive Director or in a supervisory role in the nonprofit field is required. Management of staff and volunteer-led organizations required.

Skills and Abilities:

- *Mission-driven, inspirational leader.
- *Ability to handle multiple tasks simultaneously, communicate in written and oral formats.
- *Strong supervisory and organizational skills, collaborative and flexible team player.
- *Skilled strategic thinker and planner with excellent problem-solving ability.
- *Demonstrated cross-functional content expertise.
- *Understanding of finance-related performance standards.
- *Experience overseeing and managing nonprofit budgets, quarterly financials, annual audits, and compliance issues.
- *Experience working with volunteers, boards, staff, and donors. Ability to build trust, inspire others and maintain positive attitude.

Additional requirements: Candidate must pass a drug test and background check. Candidate must have the ability to endure the physical demands of the position which include events days – overseeing set up, hosting event and event break down in air conditioned and unairconditioned venues requiring a 14-hour day, four times a year. Some Saturday or Sunday workdays to support community and committee events required. Evening hours supporting committees and board meetings occur five nights a month. The ability to listen and connect with people is celebrated. Self-regulation and self-management of emotions supporting community members in grief and navigate short-term, mid-term and long-term loss are needed.

Technical Skills: Proficiency with SharePoint, Microsoft Suite, Salesforce, and QuickBooks including report generation. Experience overseeing consultants and staff working with website plug in software interfacing with credit card processing and database recordkeeping preferred.

Success Factors

This position will require the person to be dependable, adaptable, consistent, and reliable, while maintaining personal accountability. The person in this position must use good judgment and always promote the interests of Rein in Sarcoma in a positive and ethical fashion. The ability to communicate effectively with executives, foundations, staff, medical professionals, patients in treatment and volunteers will highlight the best candidates. Navigating an annual cycle of events coordination with mission outreach and completing documentation for an underserved population with a team, will bring the right candidate a strong sense of purpose and fulfillment.

Compensation

The Executive Director position at Rein in Sarcoma will be compensated with an agreed annual salary which includes a pretax savings plan and health care component.

TO APPLY:

Submit a cover letter and resume to:

Teresa Mazzitelli

The Mazzitelli Group

tm@mazzsearch.com