



Position Description

Job Title: Executive Director

Status: Full-Time/Exempt

Reports to: Board Chair/President
Assistant

Supervises: Program Director, Administrative
and other key staff (varies by facility)

Job Summary

The Executive Director serves as the chief executive officer of The Wellness Community (TWC) of Dayton, OH, carries out the policies of the Board of Directors, directs staff and volunteers, and is the key interface with the community, funders and our healthcare partners.

The Wellness Community of Dayton, OH, to be launched in early 2010, will provide support, education, and hope to people in the Dayton region affected by cancer. Programs and services will include professionally-led support groups, educational workshops, and mind/body programs designed to help those affected by cancer regain control of their life and restore hope.

The Wellness Community offers all programs at no charge to those who participate. To ensure the ongoing operation and growth of the TWC, a significant responsibility of the Executive Director is Fund Development. The Executive Director serves as the chief development officer as well as the chief executive and financial officer of the organization.

Duties and Responsibilities

I. Fund Development and Financial Management

- With the Board, secure sufficient funding to ensure the ongoing operation and growth of TWC.
- Lead broad range of revenue raising activities directly and/or through board and development staff. Key revenue raising activities may include: major gifts, special events, grants, board, staff and other individual gifts, planned giving and bequests.
- With the Finance and Development committees, develop and monitor long range financial and revenue generation plans.
- Cultivate and retain a broad range of donors including individuals, charitable foundations and corporations.
- Develop and manage an annual budget; ensure implementation and timely review.
- Maintain a system of financial controls; monitor financial performance and enact corrective measures, when necessary.

II. Internal Operations

- Provide general management leadership of an efficient and effective organization optimizing human, financial and physical resources.
- Ensure implementation of bylaws, polices, strategic plan, goals and priorities as adopted by the Board of Directors.

- Recruit, hire, train and evaluate professional and support staff including oversight of evaluation and compensation programs, personnel policies and procedures, and benefit programs.
- Oversee maintenance of the facility and all TWC assets

III. Board Relations

- Work with and coordinate the activities of a volunteer-led Board to achieve the strategic and financial goals of TWC.
- With the Chair/President of the Board and the Nominating Committee help recruit and develop Board and Committee members.

IV. Community and Public Relations

- Serve as chief spokesperson, represent TWC at key meetings and community gatherings.
- Develop and execute outreach and public relations programs to increase awareness of TWC and patient active programs in the community.

VI. Relations with National and other TWC Affiliates

- Ensure compliance with the national charter including, attendance at required ED training and participation in National Quality Assurance Program.
- Ensure program development, delivery and expansion is consistent with National Program Standards as well as the facility strategic plan and available resources.
- Interact with the National Staff and Executive Directors at other TWC facilities to exchange information and sharing of best practices.
- With the Program Director, ensure participant needs are identified and met in a manner consistent with the mission, philosophy and values of TWC.

Minimum Qualifications

- A bachelor's degree from an accredited college or university and a minimum of 5 years of experience in a leadership/executive position in a nonprofit organization or for profit business.
- A minimum of 5 years of experience in fund raising for a nonprofit organization.
- Well developed skills and experience in management, supervision of staff, marketing, public relations, strategic planning and revenue generation.
- Strong verbal and written communication skills.

To Apply:

Send resume and cover letter describing qualifications and experience to:

Mary Hedrick

Executive Director Search Committee Chair

Wellness Connection of the Dayton Region

105 Sugar Camp Circle, Suite 105

Dayton, OH 45409
