



Position Description: Executive Director

Sector: Global Health Care / Non-profit
Location: Bay Area, CA
Status: Full-time
Date Posted: June 16, 2022
Organizational average annual funding: \$250,000
Salary: Competitive salary commensurate with experience
Benefits: TBD

ORGANIZATION OVERVIEW: Global Oncology, Inc. (GO) is a nonprofit 501(c)(3) organization whose mission is to bring the best in cancer care to underserved patients worldwide. Founded in 2012, GO is a community of physicians, scientists, designers, engineers, public health experts, policy makers, nurses, lawyers, students, and other professionals working in teams to help people throughout the world who are treating cancer and its related pain. We collaborate across geographic, professional, and academic borders to:

- (1) *Educate* patients, caregivers, and the general public about cancer
- (2) *Build capacity* of health systems to deliver high quality, equitable care
- (3) *Mobilize* researchers, activists, and implementers in the global cancer space

POSITION:

GO seeks a passionate, visionary and entrepreneurial Executive Director (ED) to:

- 1) Evaluate, refine, and implement an updated set of strategic goals, consistent with GO's mission and vision, as established in partnership with the Board of Directors and core staff
- 2) Maintain operational responsibility for the organization's staff, volunteers, programs, projects, fundraising, compliance, expansion, and mission execution
- 3) Develop deep knowledge of the field and initiate and sustain core programs and projects, key relationships, operations, and business plans.
- 4) Explore and establish new programmatic partnerships and projects along with co-founders and other Directors/Advisors
- 5) Enhance GO's impact, visibility and reputation in the global health and global cancer spaces

This is an ideal opportunity for an experienced, highly motivated, impact-oriented professional who is passionate about growing and scaling programs focused on cancer and addressing disparities in access to care globally. The new ED will have the unique opportunity to take an



emerging organization's successfully launched programs from the pilot phase to the global stage.

Reporting to the Board of Directors, the ED will work closely with the two Bay Area-based co-founders to achieve the strategic goals co-established by the ED and Board. The ED will assume operational responsibility for GO's staff, volunteers, programs, compliance, expansion, and mission execution.

RESPONSIBILITIES:

Programmatic Oversight and Staff/Network Management (40%)

- Ensure consistent financial and administrative management, including developing necessary administrative systems; recommend timelines and resources needed to achieve strategic goals
- Actively engage and energize GO volunteers, event committees, alumni, partnering organizations, and funders
- Develop a staffing plan for GO to achieve within 2 years, pending revenue goal achievement; hire, onboard, lead, coach, develop, and retain a small, high-performance team
- Establish effective systems to track programmatic progress and regularly evaluate program components so as to measure successes and communicate them to the board, funders, and other constituents

Board Development and Engagement (10%)

- Develop, maintain, and support a strong board of directors
- Serve as support staff for board committees, including working closely with the Board chair to drive preparation of the agenda for board/leadership meetings
- Seek and build board involvement with strategic direction for both ongoing local operations as well as for national and international growth
- Attend quarterly board/leadership meetings, with additional meetings as needed to cultivate and build collaborations.

Fundraising & Communications (30%)

- Develop and execute a funds development plan to support existing program operations and proposed expansion opportunities.
- Develop reasonable fundraising targets to sustain and grow the organization in the immediate (1 year), medium (3-5 years), and long-term time frame.
- Ensure consistent quality of fundraising efforts, including participation in and possible oversight of grant writing, grant management, and event planning
- Organize and manage planning committees consisting of GO board directors, advisors, and other volunteers for key development events. Historically these have included 1-2



small-scale events per year (e.g. salon events of ~30 people) and 1 large-scale development event per year (e.g. gala-style event of ~200 people)

- Deepen and refine all aspects of communications—including web presence, social media, annual reporting, and external relations—with the goal of creating strong awareness of the need GO addresses and the ways in which it does so
- Be an external local and global presence, overseeing the publication and communication of program results and impact with an emphasis on the successes of local programs as models for regional, national and international replication

Strategy, Planning & Business Development (20%)

- Work with members of GO's Board of Directors and Advisors to:
 - Assess GO's current project portfolio against the landscape of other actors in the global cancer space to understand GO's niche and unique impact
 - Evaluate and refresh GO's mission and vision statements, as needed, to emphasize GO's maximal impact in the current global oncological landscape
 - Optimize GO's strategic goals to align with the go-forward mission and vision, with a specific emphasis on program initiatives, projects, and partnerships
- Continually conceive of, pilot, implement, nurture, and scale specific projects and plans to achieve GO's strategic goals, while sustainably growing GO's program portfolio
- Design an expansion plan, including completing the strategic business planning process for program sustainability in existing markets and eventual expansion into new markets.
- Explore, cultivate, and build partnerships in existing and new markets with:
 - The funders and political and community leaders at each expansion site
 - Potential operating partners such as US and local medical institutions, public health systems, and biopharmaceutical organizations
 - An ecosystem of talented healthcare and healthcare-adjacent professionals to join and enrich GO's volunteer community, both in the US and in local markets

QUALIFICATIONS:

The ED will be thoroughly committed to GO's mission. A successful candidate will have proven leadership, fundraising, relationship management and mentoring experience, and enthusiasm for developing an initiative from the ground up. Concrete demonstrable experience and other qualifications include:

- Advanced degree, ideally an MBA or MPH, with at least 5 years of senior management experience
- Demonstrated interest in global health or a related field
- Track record of effectively leading and growing a performance- and outcomes-based organization and a small staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth



- Excellence in organizational management, with the abilities to coach, manage, and develop high-performance teams, set and achieve strategic objectives, and fiscally manage an organization
- Past experience interacting at the Board level, with a demonstrated ability to onboard new members and sustain existing board member relationships
- Strong marketing, PR, and fundraising experience with the ability to engage a wide range of stakeholders (academic, government, private industry, foundations, NGOs, etc.) and cultures
- Demonstrated track record of successfully identifying and building partnerships with foundations and private industry
- 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 planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-direction

Please submit a description of your interest along with your resume and three (3) references to jobs@globalonc.org

For additional background regarding Global Oncology, Inc., please see: <http://globalonc.org/>
