

**POSITION DESCRIPTION – President/CEO**  
**Hope Cancer Resources and Hope Cancer Resources Foundation**

**JOB TITLE:** PRESIDENT/CEO

**RESPONSIBLE TO:**

Hope Cancer Resources and Hope Cancer Resources Foundation Board of Directors

**JOB CLASSIFICATION:** Full-time/Exempt

**JOB SUMMARY:** Promotes Hope Cancer Resources and Hope Cancer Resources Foundation (“the Foundation”) in the community of Northwest Arkansas; cultivates relationships with staff and within the community; provides effective management for the overall operations of Hope Cancer Resources and the Foundation. Bears overall responsibility for all Hope Cancer Resources and Foundation results.

**JOB QUALIFICATIONS:**

**Attributes:**

- Shows compassion to all.
- Demonstrates integrity at all times.
- Exhibits professionalism at all times.
- Values and nurtures relationships.
- Practices stewardship.
- Demonstrates belief in the mission of Hope Cancer Resources and the Foundation.

**Skills:**

- Strong personal ethics and values.
- Strong leadership skills with the ability to positively influence others.
- Effective communication skills.
- Good organizational and planning ability.
- Understanding of sound nonprofit business functions and practices.
- Ability to make sound decisions.
- Strong problem-solving capability.
- Adaptability for a changing work environment.
- Capability of dealing with staff, volunteers, and the community using tact, diplomacy, and confidentiality.

**Education:**

Degree in Business, Health Care Administration, or other core degree preferred; advanced degree (i.e., Masters’) a plus; commensurate experience considered in lieu of degree.

**Experience:**

Five or more years of progressively enhanced management experience.

## **JOB DUTIES AND RESPONSIBILITIES:**

### **1. Board/Governance/Management**

- Actively manages and is involved in the daily operations of Hope Cancer Resources and the Foundation.
- Serves as a voting member of both Hope Cancer Resources & Foundation Boards (the “Board”).
- Serves as a non-voting member of all Committees.
- Attends all Board and Committee meetings.
- Works with Board Chair, Officers, and Committee Chairs of the Board to fulfill all governance functions.
- Acts as a liaison between the Board and Hope Cancer Resources’ staff.
- Works with the Board Performance Committee in recruiting and recommending new board members when needed. Provides orientation for new board members.
- Provides reports to the Board and keeps them fully apprised of program development and financial performance.
- Leads strategic planning with the board to evaluate Mission, Vision, and Values statements and update long-range plans.
- Accountable to the Board to annually establish measurable goals related to fundraising and/or other aspects of Hope Cancer Resources and Foundation operations.

### **2. Program & Service Delivery**

- Works with the Organizational Oversight Committee and VP of Patient Services to:
  - Monitor and evaluate existing programs on an ongoing basis.
  - Evaluate new program possibilities.
- Determines that all Patient Support Services operate ethically within policy guidelines.
- Promotes the programs & services of Hope Cancer Resources to the community.

### **3. Development & Public Relations**

- Ensures that Hope Cancer Resources and its mission, programs, and services are consistently presented with a strong and positive image.
- Works with the Development Committee and VP of Development to increase revenues through developing relationships with corporate partners, individual donors, grantors, and by other methods.
- Participates in capital campaigns and endowment fundraising efforts.
- Makes development calls to prospects.
- Fosters public awareness by actively reaching out to community and civic organizations.

- Personally, maintains a positive and professional reputation in the community and plays a strong part in the development of relationships to generate needed resources (and brand awareness) for fulfillment of Hope Cancer Resource's mission.

#### **4. Financial Management**

- Ensures the Hope Cancer Resources business operation is sound and operates in an efficient and ethical manner.
- Works in conjunction with the Finance & Investment Committee and the VP of Finance and Administration to oversee the fiscal activities of Hope Cancer Resources and the Foundation including budgeting, reporting, and annual audits. Assesses both the short and long-term financial viability of the organization.
- Works with the Finance & Investment Committee in ensuring effective oversight of Foundation investments.
- Monitors and contains overall costs while maintaining sufficient staffing for organizational management and program delivery.

#### **5. Personnel Management**

- Maintains a positive work environment, continuously encouraging all staff members and reminding them of their importance in meeting the mission of Hope Cancer Resources.
- Provides general oversight regarding all personnel processes and policy development; gives appropriate attention to issues that may arise, ensuring that those issues are addressed proactively.
- Ensures hiring and development of qualified staff through annual evaluations, constructive coaching, and continuing education.
- Works with the Executive Committee in providing oversight over personnel policies.
- Provides direct supervision to the VP of Patient Services, VP of Development, VP of Finance & Administration, and Facility Supervisor.

#### **6. Performs Other Job Duties and Responsibilities as Assigned by the Board of Directors.**